

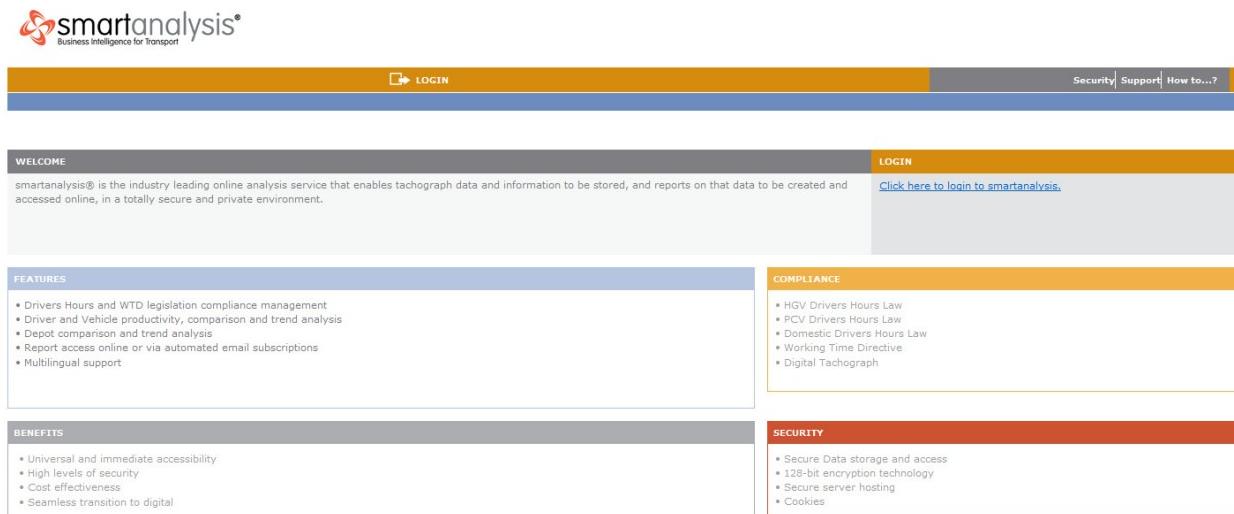


# How to...user manual

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## How to...find the smartanalysis® website

The smartanalysis® service is accessible from any computer with an Internet connection. To access the service for the first time click on the link that is contained in your welcome email. You will be shown a page that looks like the following -



A screenshot of the smartanalysis website homepage. The top navigation bar is orange with a 'LOGIN' button. Below it is a blue header bar with 'WELCOME' and 'LOGIN' sections. The 'WELCOME' section contains text about the service being secure and private. The 'LOGIN' section has a link to 'Click here to login to smartanalysis.'. The main content area is divided into several boxes: 'FEATURES' (with a list of services), 'COMPLIANCE' (with a list of laws), 'BENEFITS' (with a list of advantages), and 'SECURITY' (with a list of security measures). At the bottom, there's a copyright notice: © 2004-2009 Exentra Transport Solutions Ltd.

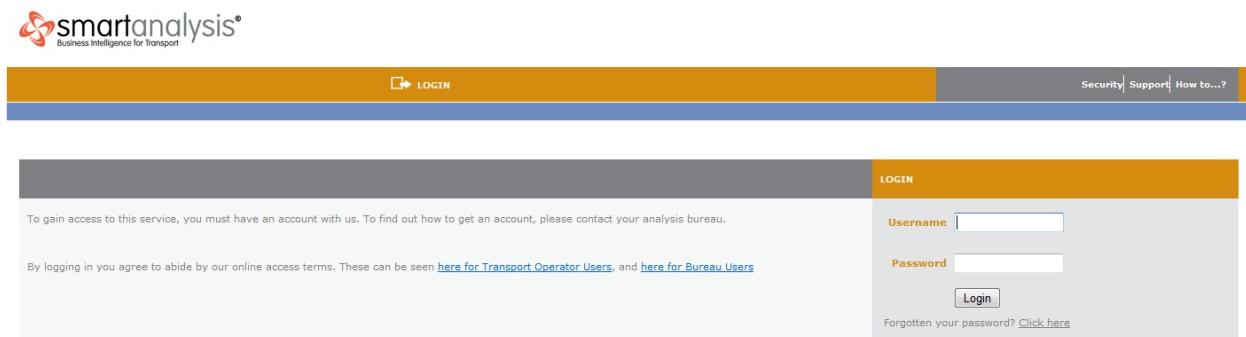
To access the smartanalysis® service and login, you can do one of two things:

- Click the 'Login' link on the menu bar, or...
- Click the 'click here to login to smartanalysis®' link.

Any one of these two options will take you to the login page.

## How to...login to smartanalysis® for the first time

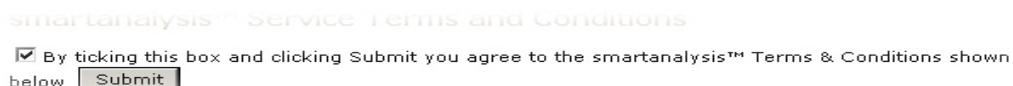
When you want to login to smartanalysis® you will go to a screen that looks like this -



The screenshot shows the smartanalysis login interface. At the top, there's a navigation bar with the smartanalysis logo, a search bar, and links for 'Security', 'Support', and 'How to...?'. Below the navigation bar is a grey header with the word 'LOGIN' in white. The main area has a light grey background. It contains instructions: 'To gain access to this service, you must have an account with us. To find out how to get an account, please contact your analysis bureau.' and 'By logging in you agree to abide by our online access terms. These can be seen [here for Transport Operator Users](#), and [here for Bureau Users](#)'. On the right side, there are 'Username' and 'Password' input fields, a 'Login' button, and a link 'Forgotten your password? [Click here](#)'. The overall design is clean and professional.

Enter the username and password that were issued to you by your Analysis Bureau, and click the 'Login' button. **Please note that your username and password are case-sensitive, so please ensure that you type in the exact details.**

The first time you login, you will be shown the smartanalysis® service online access terms. You must read these, tick the 'By ticking this box...' checkbox, and then click 'Submit' to access the service...



This screenshot shows the 'smartanalysis™ Service Terms and Conditions' page. It features a heading, a paragraph of text, and a checkbox followed by a descriptive label. The checkbox is checked, and the label reads: 'By ticking this box and clicking Submit you agree to the smartanalysis™ Terms & Conditions shown below'. Below the label is a 'Submit' button.

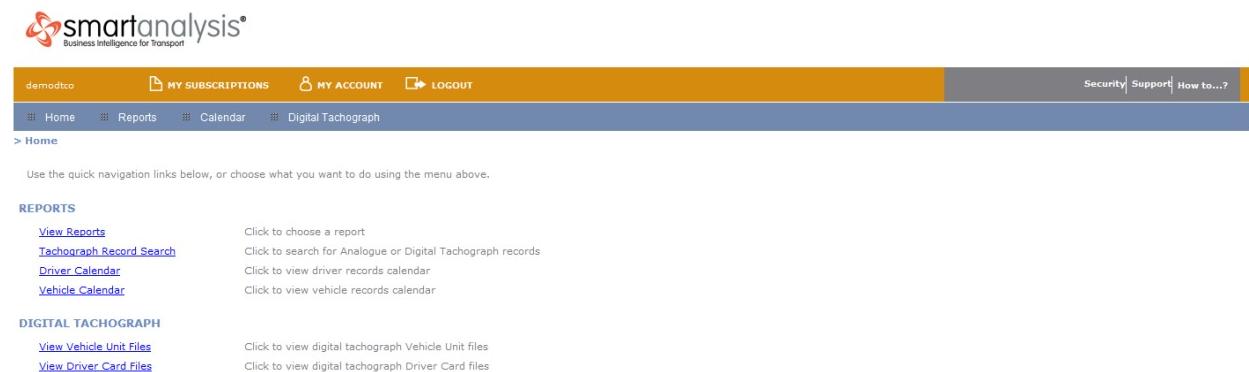
If you do not agree to the terms by ticking the box, you will not be able to gain access to the service. You only have to do this once - on subsequent logins you will not see this page. If the terms and conditions change in the future, you may be shown this page again and you will need to read and agree to these new terms.

If after typing your username and password, and clicking the 'Login' button you receive a 'Login failed for...' message, please try re-typing your details and try again. If you receive the same message, then one of the following may have happened:

- You have been given incorrect login details. **What you should do...**please contact your Bureau to confirm the details and try again.
- Your account has been "locked". This is a smartanalysis® security feature that causes your account to become locked after three unsuccessful login attempts. Your account is locked to prevent someone who has discovered your username from having unlimited attempts to guess your password. **What you should do...**contact your Bureau during office hours and ask them to unlock your account for you.
- The smartanalysis® service is temporarily unavailable. **What you should do...**contact your Bureau during office hours to ask about system availability.

## How to...navigate and find your way around smartanalysis®

After logging in successfully, you will be shown a screen similar to this -



The screenshot shows the smartanalysis homepage with a top navigation bar containing 'demodtco', 'MY SUBSCRIPTIONS', 'MY ACCOUNT', 'LOGOUT', 'Security', 'Support', and 'How to...?'. Below the navigation is a breadcrumb trail: '> Home'. A message says 'Use the quick navigation links below, or choose what you want to do using the menu above.' The page is divided into sections: 'REPORTS' with links to 'View Reports', 'Tachograph Record Search', 'Driver Calendar', and 'Vehicle Calendar'; and 'DIGITAL TACHOGRAPH' with links to 'View Vehicle Unit Files' and 'View Driver Card Files'. Each link has a corresponding description.

There are several elements to this screen, and these are explained below.

### Main menu

The main menu looks like this...

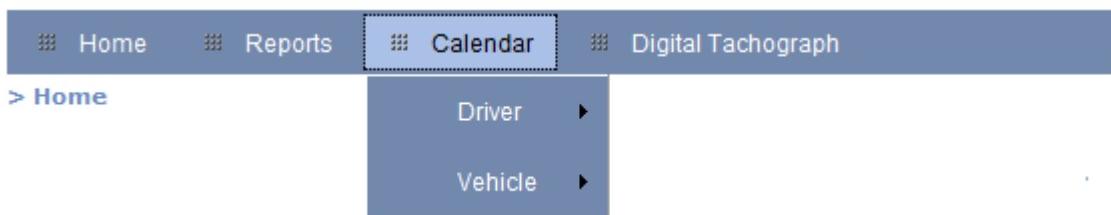


The main menu bar includes 'demodtco', 'MY SUBSCRIPTIONS', 'MY ACCOUNT', 'LOGOUT', and 'Security|Support|How to...?'.

This allows you to navigate around the main areas of the website. The menu items speak for themselves.

### Smart menu

The smart menu is this -

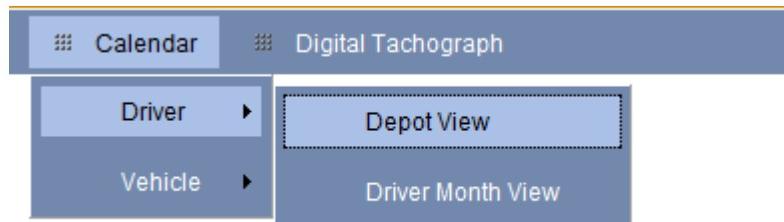


The smart menu shows a main menu with 'Home', 'Reports', 'Calendar' (which is highlighted with a dotted border), and 'Digital Tachograph'. Under 'Calendar', there are two sub-items: 'Driver' and 'Vehicle', each with a right-pointing arrow.

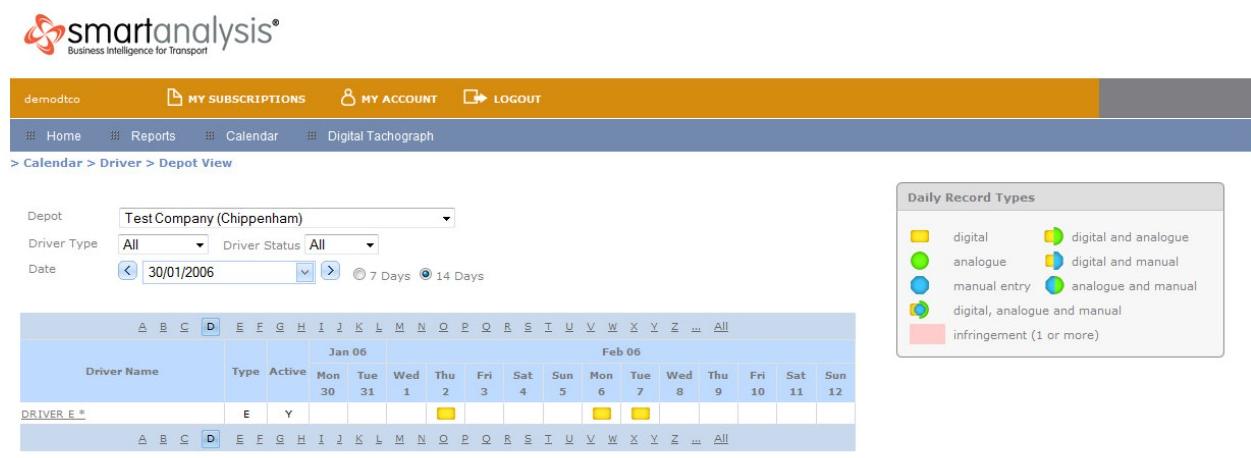
It shows all of the smartanalysis® functions that are available for you to use. In this example there is a main menu item 'Calendar' and two sub items. Depending on your user type, you may see more or less options on this menu. Clicking on items in this menu will take you to the different areas of the smartanalysis® service. This manual will guide you through these areas using a simple 'How to...' approach, so we won't go into detail about all of the options here.

## How to...quickly view data for all drivers at a depot

On the smart menu click Calendar, Driver, Depot View



This will take you to the following screen -



The screenshot shows the smartanalysis software interface. At the top, there is a header bar with the company logo and navigation links: 'demadco', 'MY SUBSCRIPTIONS', 'MY ACCOUNT', and 'LOGOUT'. Below the header, the breadcrumb navigation shows: '> Calendar > Driver > Depot View'. The main content area is titled 'Depot View' and includes the following controls:

- Depot:** A dropdown menu set to 'Test Company (Chippenham)'.
- Driver Type:** A dropdown menu set to 'All'.
- Driver Status:** A dropdown menu set to 'All'.
- Date:** A date picker set to '30/01/2006' with options for '7 Days' and '14 Days'.

Below these controls is a large calendar grid for January 2006. The grid has columns for 'Driver Name', 'Type', 'Active', and dates from Mon 30 to Sun 12. The grid shows several yellow squares, indicating active driver records for specific days. To the right of the calendar is a legend titled 'Daily Record Types':

	digital	digital and analogue
Yellow square	digital	digital and analogue
Green circle	analogue	digital and manual
Blue circle	manual entry	analogue and manual
Yellow-green circle	digital, analogue and manual	
Pink rectangle	infringement (1 or more)	

At the bottom of the calendar grid, there is a copyright notice: '© 2004-2009 Exentra Transport Solutions Ltd. All rights reserved.'

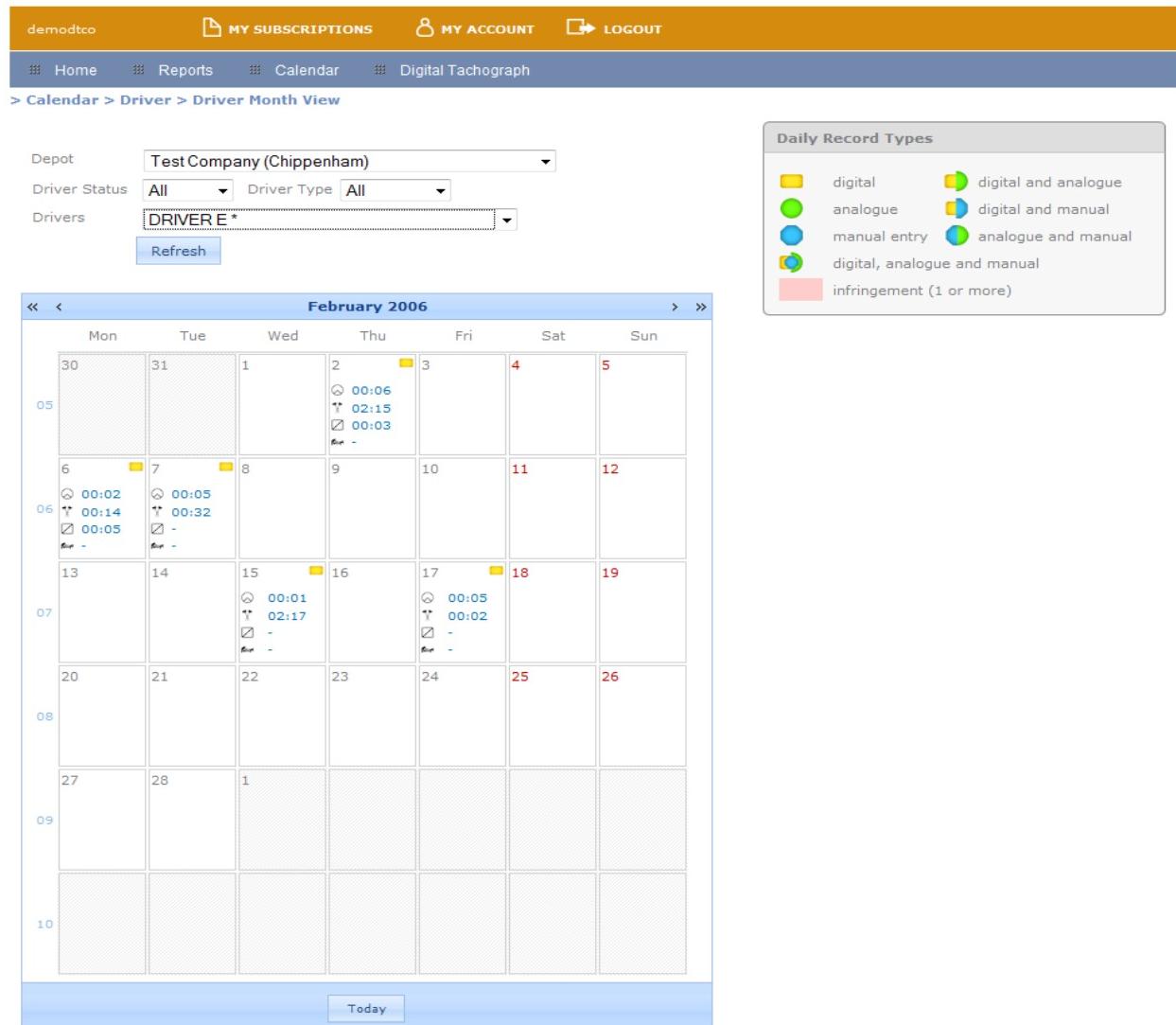
Here you can pick which Depot you want to see and then click on the letters A-Z to choose the drivers' surname that you are looking for, or click ALL to see all drivers at that depot. You can choose to see 7 or 14 days worth of data, and you can move backwards and forwards a week using the left and right arrows either side of the calendar control.

## How to...quickly view one months' data for a driver

On the smart menu click Calendar, Driver, Driver Month View



This will take you to the following screen -

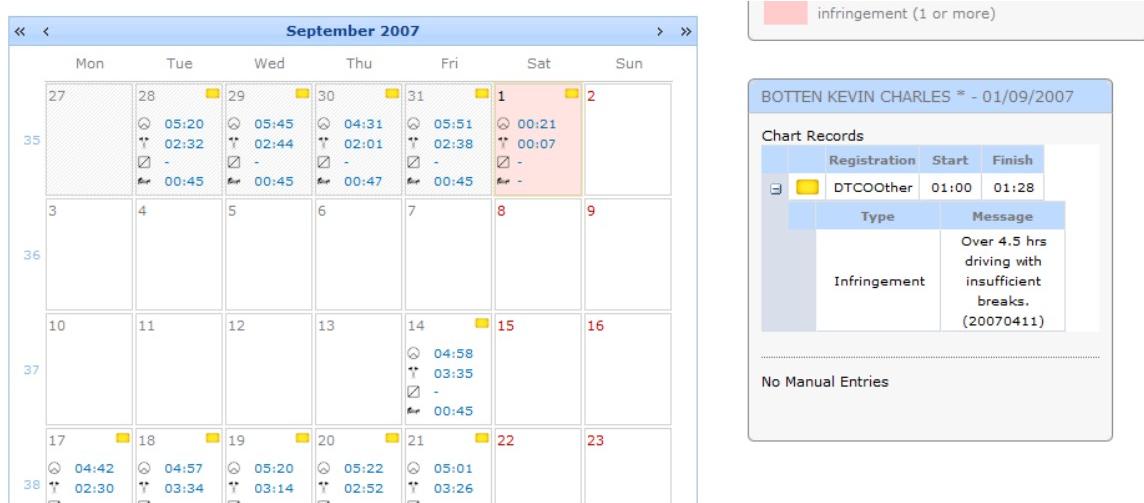


The screenshot shows the 'Driver Month View' interface for February 2006. The top navigation bar includes 'MY SUBSCRIPTIONS', 'MY ACCOUNT', and 'LOGOUT'. Below it is a secondary navigation bar with links to 'Home', 'Reports', 'Calendar', and 'Digital Tachograph'. The main title is 'Calendar > Driver > Driver Month View'. On the left, there are filters for 'Depot' (set to 'Test Company (Chippenham)'), 'Driver Status' (set to 'All'), and 'Drivers' (set to 'DRIVER E\*'). A 'Refresh' button is also present. To the right is a legend titled 'Daily Record Types' with the following entries:

<span style="color: yellow;">■</span>	digital
<span style="color: green;">●</span>	analogue
<span style="color: blue;">●</span>	manual entry
<span style="color: yellow;">●</span>	digital and analogue
<span style="color: blue;">●</span>	digital and manual
<span style="color: green;">●</span>	analogue and manual
<span style="color: yellow; border: 1px solid black;">●</span>	digital, analogue and manual
<span style="color: pink;">■</span>	infringement (1 or more)

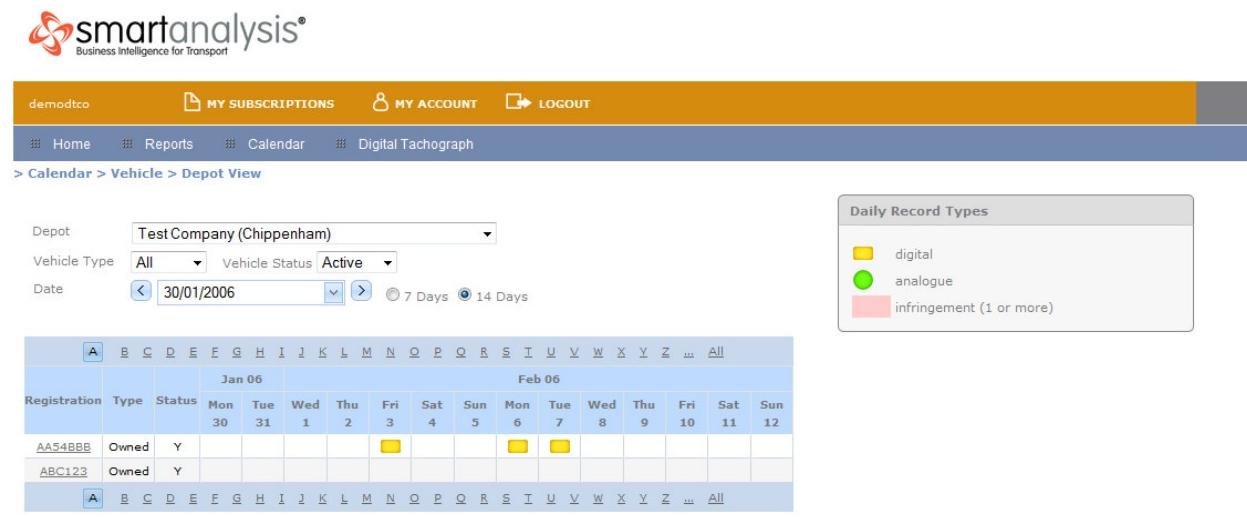
The main area displays a 6x7 grid for February 2006. Each cell contains a date and various icons representing different record types. For example, on February 2nd, there are icons for digital (yellow square), analogue (green circle), manual entry (blue circle), and digital and analogue (yellow square with green circle). Some cells also contain numerical values like '00:06', '02:15', '00:03', etc. At the bottom of the calendar grid is a 'Today' button.

As you can see this shows the data in an easy to read month-by-month view. Use the driver drop-down to choose any of the drivers at the depot to display. Each day data is shown as an overview of the total driving, work, rest and availability during that day. A day that is highlighted in pink means that there was an infringement on that day. If you click on the day and expand the '+' symbol, you will be able to see the details of the infringement:



## How to...quickly view data for all vehicles at a depot

On the smart menu click Calendar, Vehicle, Depot View and you will see a screen like below -



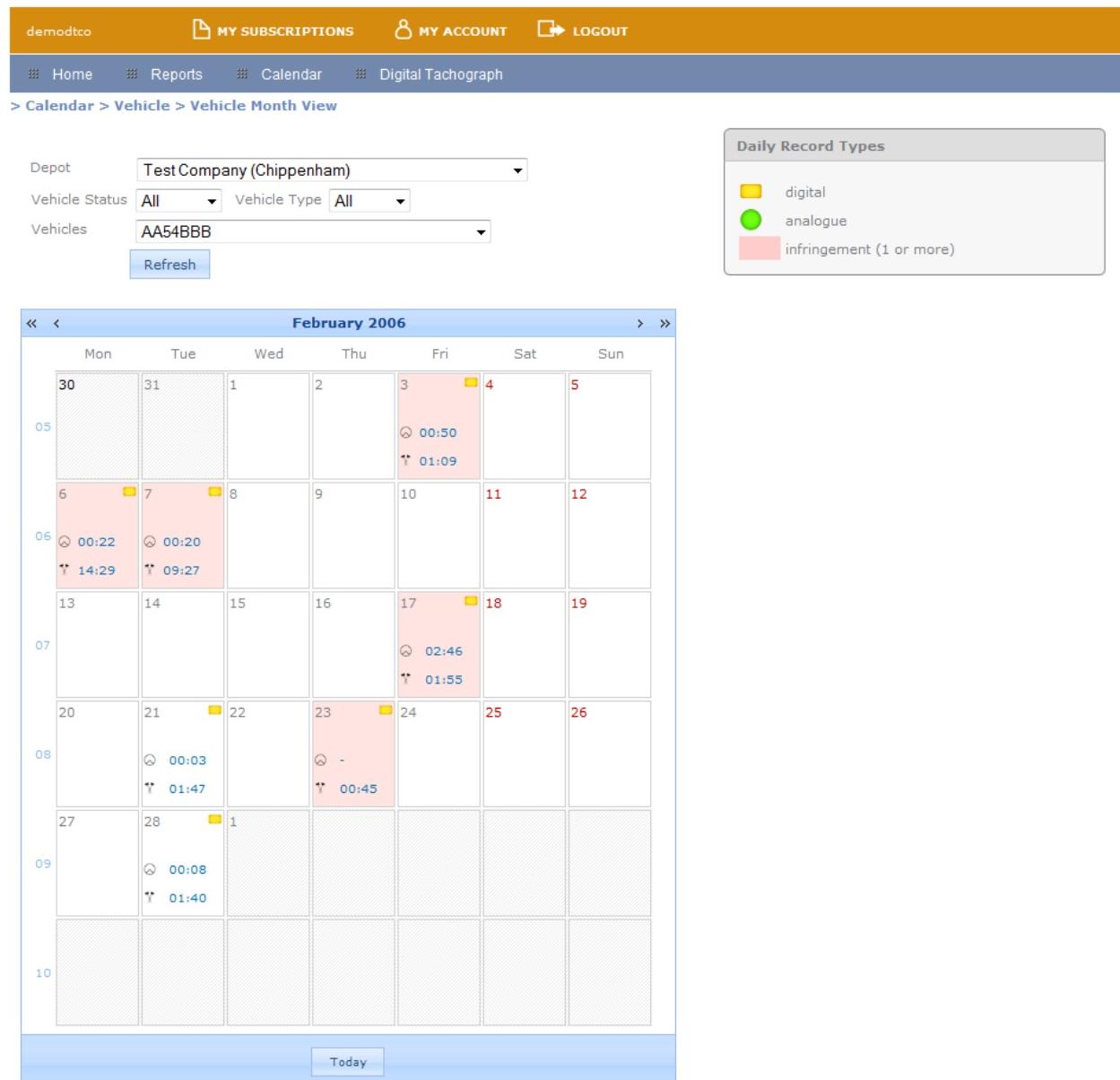
The screenshot shows the smartanalysis software interface for 'Depot View'. At the top, there's a navigation bar with links for 'demodco', 'MY SUBSCRIPTIONS', 'MY ACCOUNT', and 'LOGOUT'. Below the navigation bar is a secondary menu with links for 'Home', 'Reports', 'Calendar', and 'Digital Tachograph'. The main content area displays a calendar for January and February 2006. The calendar grid shows vehicle activity with colored squares: yellow for digital, green for analogue, and red for infringement. A legend on the right side, titled 'Daily Record Types', defines these colors. The legend includes three items: 'digital' (yellow square), 'analogue' (green circle), and 'infringement (1 or more)' (red square). The calendar shows activity for two vehicles: 'AA54BBB' and 'ABC123', primarily in the digital category.

Registration	Type	Status	Mon 30	Tue 31	Wed 1	Fri 3	Sat 4	Sun 5	Mon 6	Tue 7	Wed 8	Thu 9	Fri 10	Sat 11	Sun 12
AA54BBB	Owned	Y				■		■	■						
ABC123	Owned	Y													

This is exactly the same as the driver calendar view but for vehicles at the depot. Click on a particular letter to see vehicles with registration numbers starting with that letter, or click ALL to show all vehicles at that depot.

## How to...quickly view one months' data for a vehicle

On the smart menu click Calendar, Vehicle, Vehicle Month View. You will then see a screen like this -



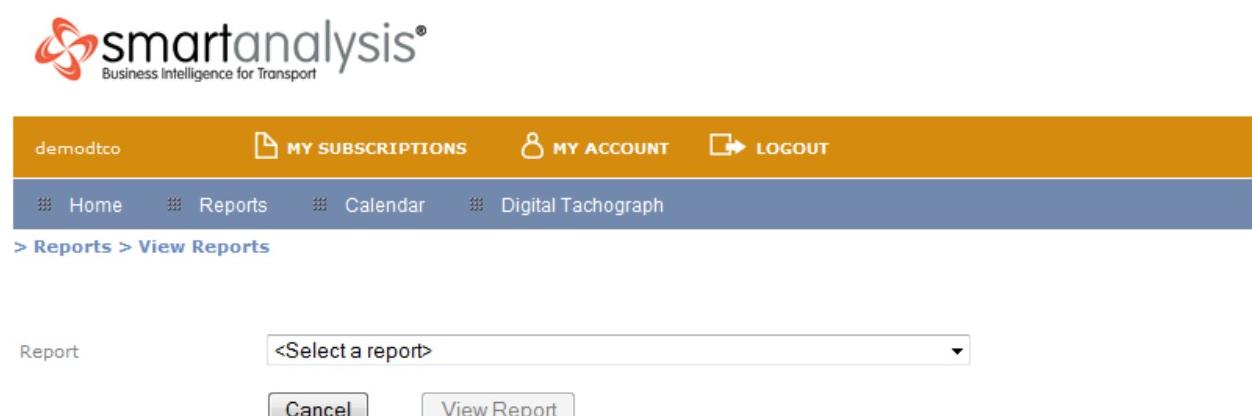
The screenshot shows the 'Vehicle Month View' interface for February 2006. At the top, there is a navigation bar with links for 'MY SUBSCRIPTIONS', 'MY ACCOUNT', and 'LOGOUT'. Below the navigation bar, a secondary menu bar includes 'Home', 'Reports', 'Calendar', and 'Digital Tachograph'. The main content area displays a calendar for February 2006. The days of the week are labeled from Monday to Sunday. Each day cell contains a date and, if applicable, a pink background indicating an infringement. Some days also show yellow squares representing digital records. A legend box titled 'Daily Record Types' defines the symbols: a yellow square for 'digital', a green circle for 'analogue', and a pink rectangle for 'infringement (1 or more)'. The bottom of the calendar has a 'Today' button.

Mon	Tue	Wed	Thu	Fri	Sat	Sun
30 05 ⌚ 00:22 ↑ 14:29	31	1	2	3 ⌚ 00:50 ↑ 01:09	4	5
6 06 ⌚ 00:20 ↑ 09:27	7 ⌚ 00:20 ↑ 09:27	8	9	10	11	12
13 07	14	15	16	17 ⌚ 02:46 ↑ 01:55	18	19
20 08 ⌚ 00:03 ↑ 01:47	21 ⌚ 00:03 ↑ 01:47	22	23 ⌚ - ↑ 00:45	24	25	26
27 09 ⌚ 00:08 ↑ 01:40	28	1				
10						

In the same way as the driver month view, this shows data in a monthly format for any particular vehicle. As before, any infringements will be highlighted in pink on that day.

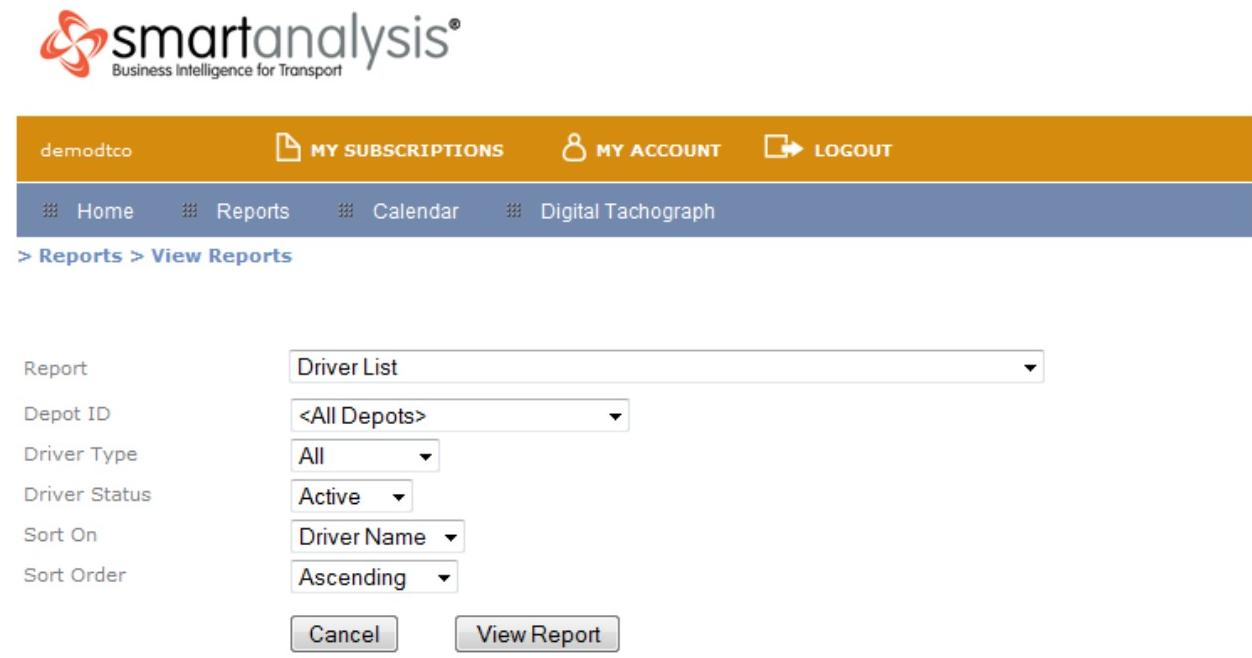
## How to...view and print reports in smartanalysis®

In smartanalysis® the process to view a report is the same for every report the only difference is that each report has its own parameters. To view reports choose ‘View Reports’ from the ‘Report’ menu. The following screen is then displayed -



The screenshot shows the 'View Reports' page of the smartanalysis web application. At the top, there's a navigation bar with links for 'MY SUBSCRIPTIONS', 'MY ACCOUNT', and 'LOGOUT'. Below the navigation bar is a menu bar with links for 'Home', 'Reports', 'Calendar', and 'Digital Tachograph'. The main content area shows a dropdown menu labeled 'Report' with the option '<Select a report>'. Below this are two buttons: 'Cancel' and 'View Report'.

Next, select the report that you want to view; in the example below we have selected ‘Driver List’. When you select a report the system automatically displays the parameters that are required for the report you have selected.

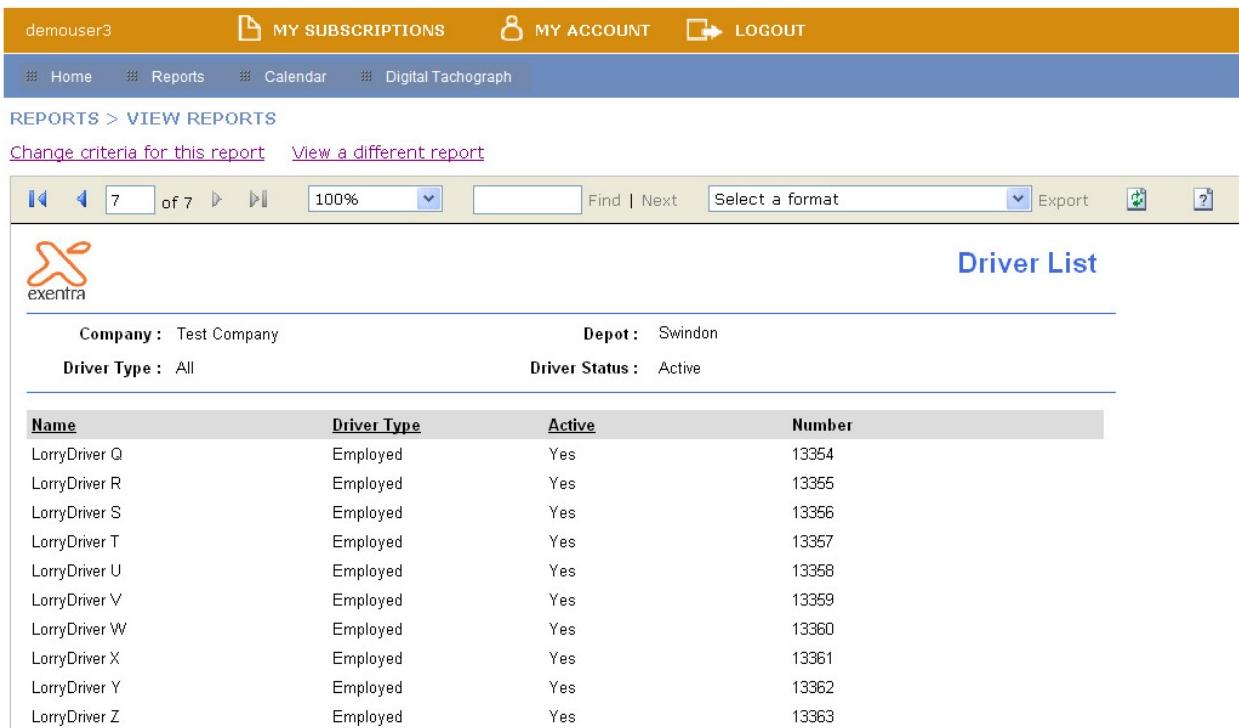


The screenshot shows the 'Driver List' report configuration page. It includes a dropdown menu for 'Report' showing 'Driver List'. Below it are several filter options: 'Depot ID' (set to '<All Depots>'), 'Driver Type' (set to 'All'), 'Driver Status' (set to 'Active'), 'Sort On' (set to 'Driver Name'), and 'Sort Order' (set to 'Ascending'). At the bottom are 'Cancel' and 'View Report' buttons.

Next you have to set the report parameters. When you have set the parameters click the ‘View Report’ button to see the results.

Smartanalysis® uses something called the ‘Report Viewer’ to display reports. Using the Viewer you can browse your report page-by-page - forwards and backwards, skip to the last page of the report, go back to the first page, zoom in, save the report to various file formats, and print it to paper.

The Viewer looks like this when it is displaying the ‘Driver List’ report -



Name	Driver Type	Active	Number
LorryDriver Q	Employed	Yes	13354
LorryDriver R	Employed	Yes	13355
LorryDriver S	Employed	Yes	13356
LorryDriver T	Employed	Yes	13357
LorryDriver U	Employed	Yes	13358
LorryDriver V	Employed	Yes	13359
LorryDriver W	Employed	Yes	13360
LorryDriver X	Employed	Yes	13361
LorryDriver Y	Employed	Yes	13362
LorryDriver Z	Employed	Yes	13363

The icons at the top of the report viewer have various different functions. If you hover your mouse pointer over the buttons on the screen, a ‘tool tip’ will appear telling you what the button does.

To print a report you must first export the report using the ‘Export’ function.



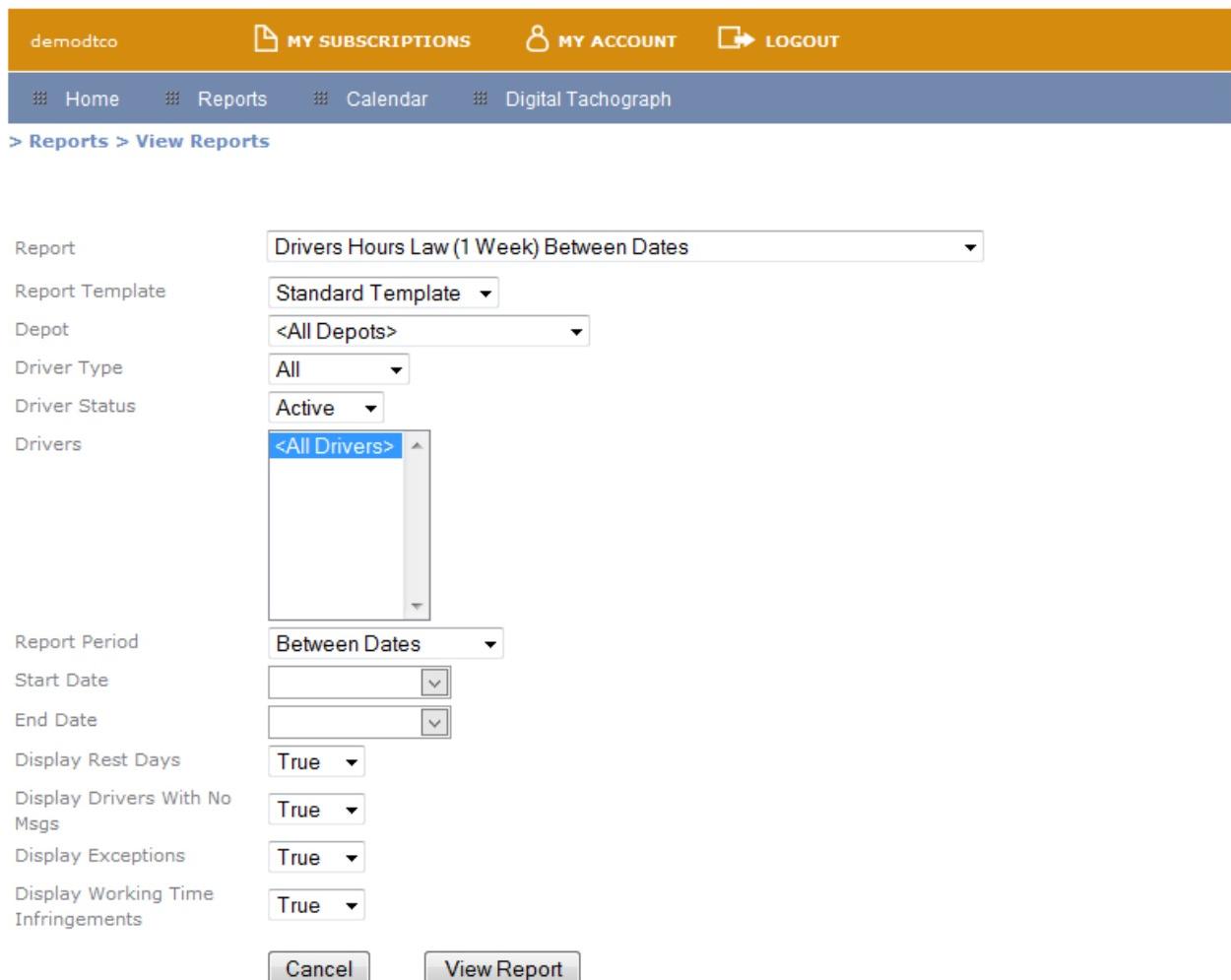
If you use the Acrobat (PDF) format to print, it will give a nicely formatted printed document. Select an export format and click the ‘Export’ link, and then click ‘Open’ in the next dialogue box and the report will then open up in Acrobat reader.

If you want to view the same report with different parameters you can click the ‘Change criteria for this report’ link.

If you want to view a different report you can click the ‘View a different report’ link.

## How to...print the Drivers Hours Law report

Choose ‘View Reports’ from the ‘Report’ menu and select ‘Driver Hours Law (1 Week) Between Dates’. The following screen is then displayed -



The screenshot shows the 'View Reports' screen with the following configuration:

- Report:** Drivers Hours Law (1 Week) Between Dates
- Report Template:** Standard Template
- Depot:** <All Depots>
- Driver Type:** All
- Driver Status:** Active
- Drivers:** <All Drivers> (highlighted in blue)
- Report Period:** Between Dates
- Start Date:** (dropdown menu)
- End Date:** (dropdown menu)
- Display Rest Days:** True
- Display Drivers With No Msgs:** True
- Display Exceptions:** True
- Display Working Time Infringements:** True

At the bottom are two buttons: **Cancel** and **View Report**.

Choose the depot(s), driver(s), date range, and particular messages to report on and click on the ‘View Report’ button.

- Depot:** Allows you to pick which depot to run the report for  
**Driver Type:** Choose from Agency, Casual, Employed or All Drivers  
**Driver Status:** Choose from Active or Inactive drivers  
**Drivers:** Choose to run the report for all drivers or specific ones  
**Report Period:** ‘Between dates’ will allow you to pick a start date and end date  
 ‘For a period of time’ will allow you to run the report for the previous week, fortnight, 4 weeks, month or quarter  
**Rest Days:** Choose whether to show rest days on the report  
**No Msgs:** Choose whether to include drivers who do not have any infringements  
**Exceptions:** Choose whether to show exceptions on the report  
**Working Time:** Choose whether to show working time infringements on the report

demodtco       MY SUBSCRIPTIONS       MY ACCOUNT       LOGOUT

≡ Home    ≡ Reports    ≡ Calendar    ≡ Digital Tachograph

> Reports > [View Reports](#) > Report

[Change criteria for this report](#)    [View a different report](#)

1 of 2    Select a format    Export    

 Drivers Hours Law  
Goods Vehicle EC Rules

Company : Test Company		Depot: Chippenham											
Period : Between Dates		Analysis from : 10/11/2005 to 17/11/2005											
Display : Rest Days - True, Drivers with No Messages - True, Exceptions - True, WTD Infringements - True, Driver Type - All, Driver Status - Active													
Driver : DRIVER E *		Week Start : 07/11/2005						Week End : 13/11/2005					
Date	Reg	Odo Finish	Odo Start	Odo Diff	Start Of Duty	Drive Start	End Of Duty	Daily Rest	Daily Drive Time	Other Work	Total Break	Total Shift Time	Total Fort Drive
Mon 07/11	Rest Assumed												
Tue 08/11	Rest Assumed												
Wed 09/11	Rest Assumed												
Thu 10/11	Rest Assumed												
Fri 11/11	NU55JEJ	226	176	50	14:13	14:13	17:44	19:09	01:06	02:13	00:12	03:31	01:06
Sat 12/11	NU55JEJ	707	234	473	12:53	12:55	20:20	16:33	06:59	00:21	00:07	07:27	08:05
Sun 13/11	NU55JEJ	829	707	122	13:48	13:48	00:00		02:40	01:46	05:46		10:45
WEEKLY TOTALS								35:42	10:45	04:20	06:05		10:58

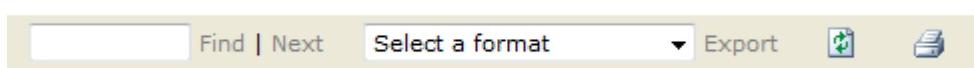
**Infringements**  
 Sat 12/11    Accumulated driving limit of 4:30 hrs exceeded at 17:40, between 12:55 and 20:08, 6:59 driving with 0 mins break taken.

**Faults**  
 No messages found

Above is an example of what the Drivers Hours Law report should look like.

To print the report, you can either click the Print button situated at the top of the report or you can export it into PDF format and then print it from within Adobe Acrobat.

In order to do this use the toolbar at the top of the report

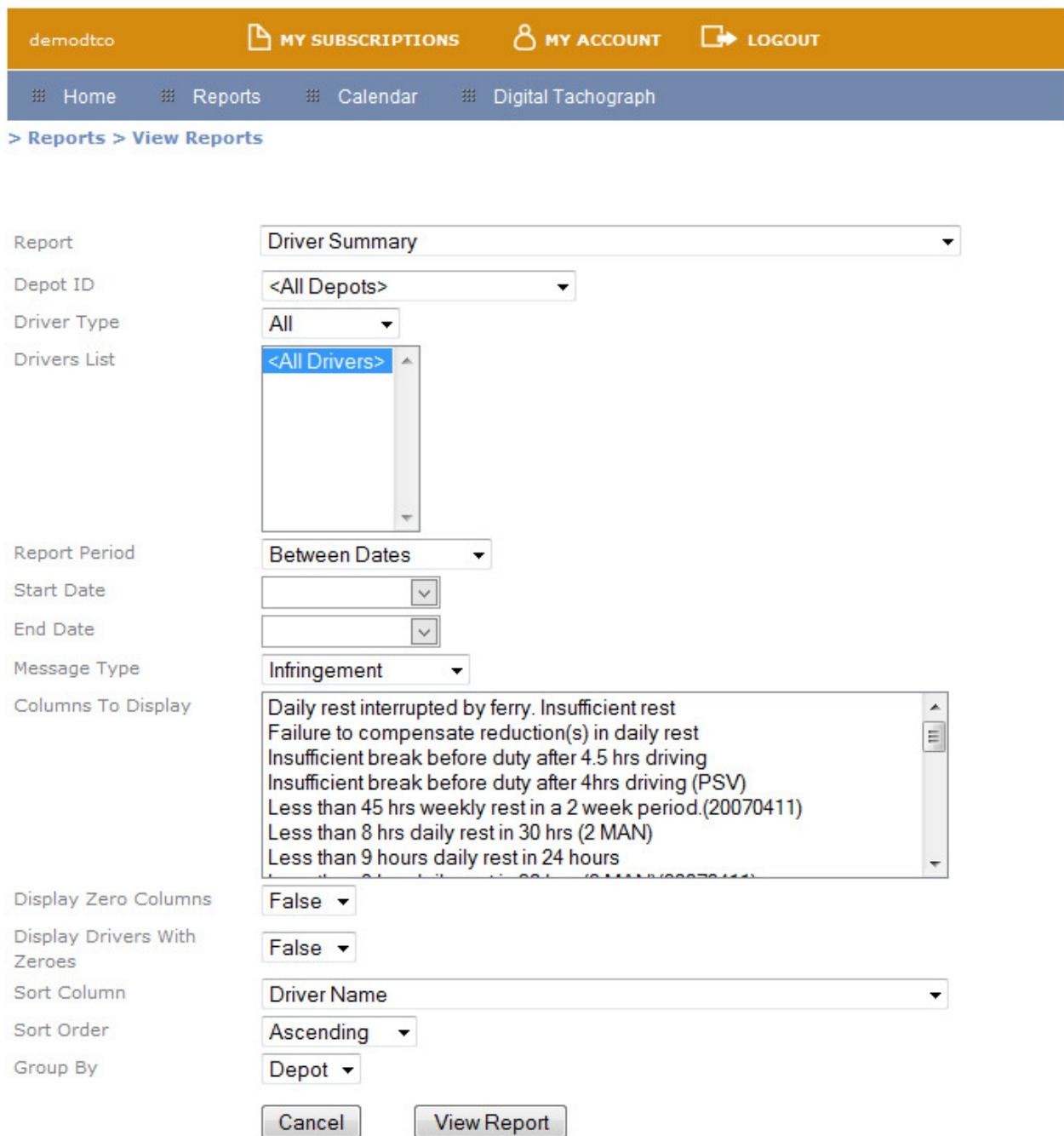


Choose Acrobat (PDF) file and then click on Export.



## How to...quickly find out if your drivers are breaking the law

Choose ‘View Reports’ from the ‘Report’ menu and select ‘Driver Summary’. The following screen is displayed -



The screenshot shows the 'Driver Summary' report configuration interface. At the top, there's a navigation bar with links for 'MY SUBSCRIPTIONS', 'MY ACCOUNT', and 'LOGOUT'. Below that is a secondary navigation bar with links for 'Home', 'Reports', 'Calendar', and 'Digital Tachograph'. The main area is titled '> Reports > View Reports'. On the left, there's a sidebar with various filter options: 'Report' (set to 'Driver Summary'), 'Depot ID' (dropdown showing '<All Depots>'), 'Driver Type' (dropdown showing 'All'), 'Drivers List' (dropdown showing '<All Drivers>'), 'Report Period' (dropdown showing 'Between Dates'), 'Start Date' (calendar dropdown), 'End Date' (calendar dropdown), 'Message Type' (dropdown showing 'Infringement'), 'Columns To Display' (list box containing several driver message types), 'Display Zero Columns' (dropdown showing 'False'), 'Display Drivers With Zeros' (dropdown showing 'False'), 'Sort Column' (dropdown showing 'Driver Name'), 'Sort Order' (dropdown showing 'Ascending'), and 'Group By' (dropdown showing 'Depot'). At the bottom right are two buttons: 'Cancel' and 'View Report'.

Choose the depot(s), driver(s), date range and message type. In the ‘Columns To Display’ box choose the particular messages to report on, to select more than one hold down Ctrl while clicking on the next item. Finally click on the ‘View Report’ button. The following screen is then displayed -

REPORTS > VIEW REPORTS

[Change criteria for this report](#) [View a different report](#)

 <b>Infringement Summary - By Driver</b>						
Company : Test Company		Depot : Birmingham		Display :		
Period : Between Dates		Analysis from : 01-10-2002		to	30-10-2002	
Driver Name	Number of Charts	Over 6 days, insufficient weekly rest	Total	Average Offences per Chart		
Driver I	10	1	1	0.10		
Driver O	14	2	2	0.14		
Driver S	13	12	12	0.92		
Driver W	14	1	1	0.07		
LorryDriver B	14	4	4	0.29		
LorryDriver D	13	1	1	0.08		

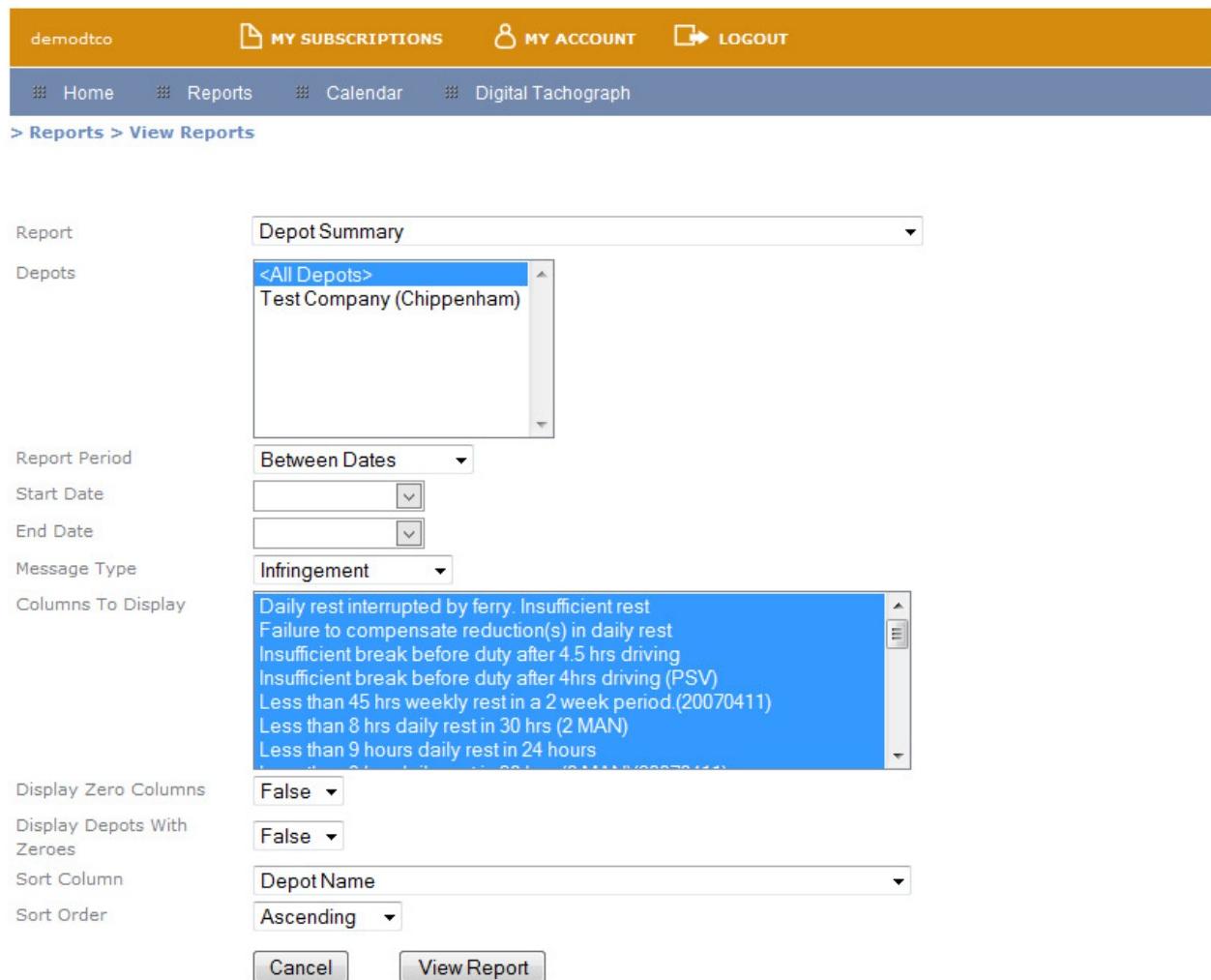
The report can be sorted in a different order by clicking on any of the column headers. To view the details of the offences found for a particular driver simply click on the drivers' name and you will see a detailed list.

 <b>Detailed Infringement Messages for Driver</b>		
Company : Test Company		Depot : Birmingham
Period : Between Dates		Analysis from : 01-10-2002 to 30-10-2002
Driver Name : Driver S		
	Driving Date	Message Description
<a href="#">Chart Details</a>	14-10-2002	Accumulated driving limit of 4.30 hrs exceeded at 08:26, between 03:18 and 09:36, 5:18 driving with 16 mins break taken.
<a href="#">Chart Details</a>	15-10-2002	Accumulated driving limit of 4.30 hrs exceeded at 10:08, between 03:18 and 13:58, 7:49 driving with 17 mins break taken.
<a href="#">Chart Details</a>	16-10-2002	Accumulated driving limit of 4.30 hrs exceeded at 09:14, between 03:16 and 14:22, 7:49 driving with 15 mins break taken.
<a href="#">Chart Details</a>	17-10-2002	Accumulated driving limit of 4.30 hrs exceeded at 09:51, between 03:31 and 14:09, 7:24 driving with 16 mins break taken.
<a href="#">Chart Details</a>	18-10-2002	Accumulated driving limit of 4.30 hrs exceeded at 09:55, between 03:21 and 13:52, 7:22 driving with 17 mins break taken.
<a href="#">Chart Details</a>	21-10-2002	Accumulated driving limit of 4.30 hrs exceeded at 08:19, between 03:15 and 09:01, 5:01 driving with 0 mins break taken.
<a href="#">Chart Details</a>	22-10-2002	Accumulated driving limit of 4.30 hrs exceeded at 09:28, between 03:25 and 13:55, 8:10 driving with 36 mins break taken.
<a href="#">Chart Details</a>	23-10-2002	Accumulated driving limit of 4.30 hrs exceeded at 09:27, between 03:17 and 13:33, 7:29 driving with 15 mins break taken.
<a href="#">Chart Details</a>	24-10-2002	Accumulated driving limit of 4.30 hrs exceeded at 09:55, between 03:23 and 13:49, 7:35 driving with 19 mins break taken.
<a href="#">Chart Details</a>	28-10-2002	Accumulated driving limit of 4.30 hrs exceeded at 09:32, between 03:13 and 10:37, 5:17 driving with 34 mins break taken.
<a href="#">Chart Details</a>	29-10-2002	Accumulated driving limit of 4.30 hrs exceeded at 09:41, between 03:13 and 13:29, 7:17 driving with 16 mins break taken.
<a href="#">Chart Details</a>	30-10-2002	Accumulated driving limit of 4.30 hrs exceeded at 09:18, between 03:11 and 13:08, 7:14 driving with 36 mins break taken.

If you click on the 'Chart Details' link against a particular item you will see all the details that have been captured for a chart during the analysis process.

## How to...compare the performance of your depots

Choose ‘View Reports’ from the ‘Report’ menu and select ‘Depot Summary’. The following screen is then displayed -



The screenshot shows the 'Depot Summary' report configuration interface. At the top, there's a navigation bar with links for 'MY SUBSCRIPTIONS', 'MY ACCOUNT', and 'LOGOUT'. Below that is a secondary navigation bar with links for 'Home', 'Reports', 'Calendar', and 'Digital Tachograph'. The main area is titled 'Depot Summary' and includes a dropdown menu for selecting 'Depots'. The dropdown menu is currently open, showing options like '<All Depots>' and 'Test Company (Chippenham)'. There are also dropdown menus for 'Report Period' (set to 'Between Dates'), 'Start Date', 'End Date', 'Message Type' (set to 'Infringement'), and a large list of message types including 'Daily rest interrupted by ferry. Insufficient rest', 'Failure to compensate reduction(s) in daily rest', etc. Other configuration options include 'Display Zero Columns' (set to 'False'), 'Display Depots With Zeros' (set to 'False'), 'Sort Column' (set to 'Depot Name'), and 'Sort Order' (set to 'Ascending'). At the bottom are 'Cancel' and 'View Report' buttons.

Choose the depot(s), date range, message type and particular messages to report on and click on the ‘View Report’ button.

The following screen is then displayed -

REPORTS > VIEW REPORTS

[Change criteria for this report](#) [View a different report](#)

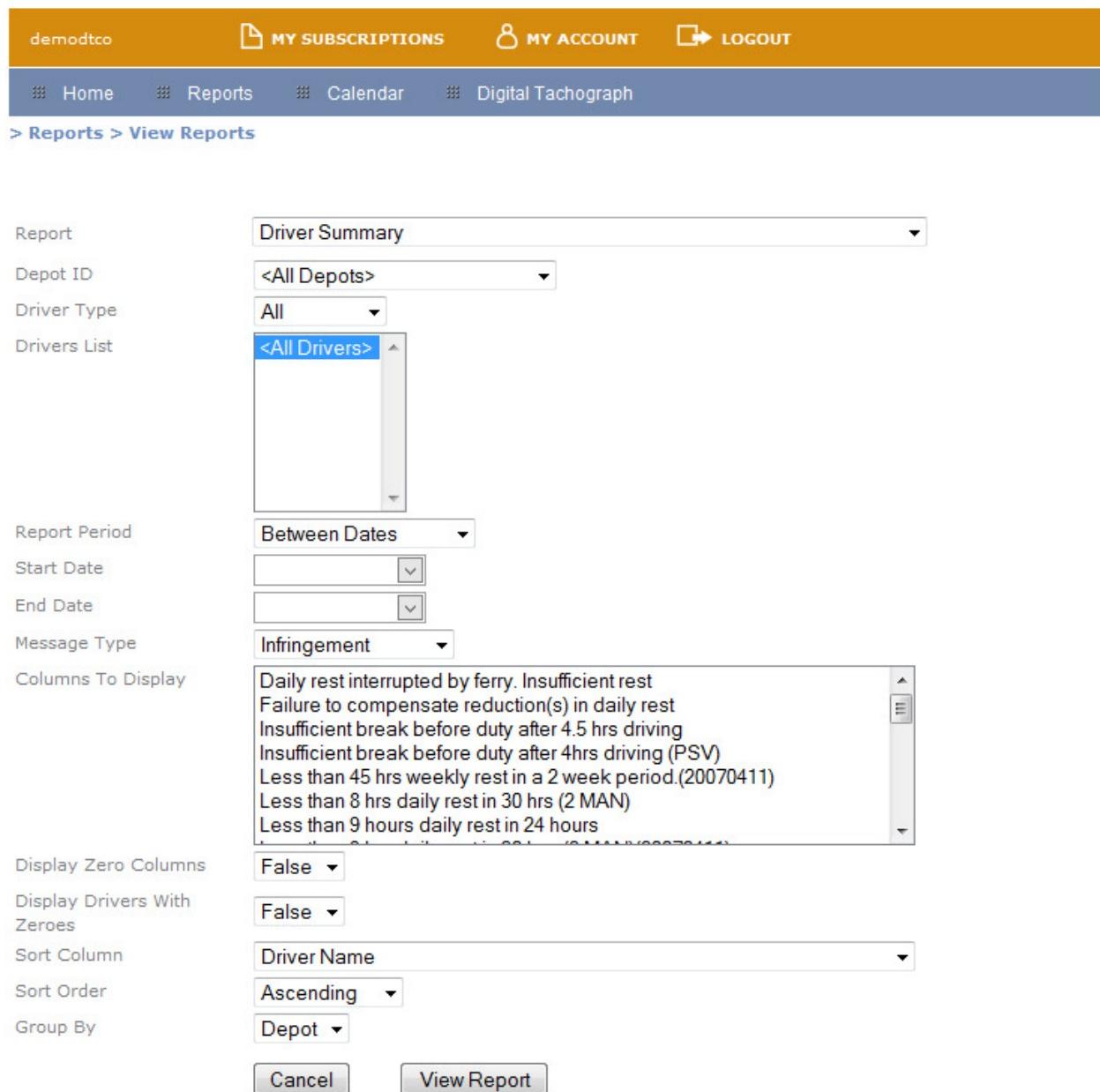
Infringement Summary - By Depot						
Company : Test Company		Display : Zero Columns - False, Depots with No Messages - False				
Period : Between Dates		Analysis from : 01-10-2002 to 31-12-2002				
Depot Name	Number of Charts	Over 6 days: Insufficient weekly rest	Over 4.5 hrs driving with insufficient breaks	Total	Average Offences per Chart	
Basingstoke	490	4	65	6	75	0.15
Birmingham	1086	1	89	6	96	0.09
Dudley	186	1	4		5	0.03
Stockport	336		15		16	0.05
Swindon	225		20		20	0.09
<b>Totals</b>	2323	1	193	12	212	0.09
<b>Percentages(%)</b>		0.47	2.83	91.04	5.66	

The report can be sorted into a different order by clicking on any of the column headers. To view the details of the drivers who have committed the offences for a particular depot simply click on the depot name and you will see the 'Driver Summary' report.

The 'Depot Summary' report covers legislation compliance across depots but there are other reports that examine the utilisation and productivity of drivers and vehicles across depots. All of these reports allow managers to identify problem depots quickly and easily.

## How to...run the Driver Summary report

Choose ‘View Reports’ from the ‘Report’ menu and select ‘Driver Summary’. The following screen is then displayed -



The screenshot shows the 'Driver Summary' report configuration interface. At the top, there's a navigation bar with links for 'Home', 'Reports', 'Calendar', and 'Digital Tachograph'. Below that is a breadcrumb trail: '> Reports > View Reports'. The main area contains several input fields and dropdown menus:

- Report:** A dropdown menu set to 'Driver Summary'.
- Depot ID:** A dropdown menu showing '<All Depots>'.
- Driver Type:** A dropdown menu showing 'All'.
- Drivers List:** A dropdown menu showing '<All Drivers>'.
- Report Period:** A dropdown menu showing 'Between Dates'.
- Start Date:** A date picker field.
- End Date:** A date picker field.
- Message Type:** A dropdown menu showing 'Infringement'.
- Columns To Display:** A scrollable list containing the following items:
  - Daily rest interrupted by ferry. Insufficient rest
  - Failure to compensate reduction(s) in daily rest
  - Insufficient break before duty after 4.5 hrs driving
  - Insufficient break before duty after 4hrs driving (PSV)
  - Less than 45 hrs weekly rest in a 2 week period.(20070411)
  - Less than 8 hrs daily rest in 30 hrs (2 MAN)
  - Less than 9 hours daily rest in 24 hours
- Display Zero Columns:** A dropdown menu showing 'False'.
- Display Drivers With Zeros:** A dropdown menu showing 'False'.
- Sort Column:** A dropdown menu showing 'Driver Name'.
- Sort Order:** A dropdown menu showing 'Ascending'.
- Group By:** A dropdown menu showing 'Depot'.

At the bottom are two buttons: 'Cancel' and 'View Report'.

Choose the depot(s), driver(s), date range and message type. In the ‘Columns To Display’ box choose the particular messages to report on, to select more than one hold down Ctrl while clicking on the next item. Finally click on the ‘View Report’ button.

The following screen is then displayed -

demodco       MY SUBSCRIPTIONS       MY ACCOUNT       LOGOUT

Home Reports Calendar Digital Tachograph

> Reports > [View Reports](#) > Report

[Change criteria for this report](#) [View a different report](#)

1 of 1 Select a format Export 

 **Infringement Summary - By Driver**

Company :	Test Company	Depot :	Chippenham			
Period :	Between Dates	Analysis from :	01/01/2005			
Display :	Zero Columns - False, Drivers with No Messages - False, Group By - Depot	to	04/08/2007			
Driver Type :	Employed					
Driver Name	Days Worked	Less than 9 hours driving daily in 24 hours	Over 10 hrs driving in 1 daily driving period	Over 4.5 hrs driving with insufficient breaks	Total	Average Offences per Day
DRIVER EDDY	9			2	2	0.22
FISHER STEVE	92	3	2	10	15	0.16
SMITH FRANK	12			1	1	0.08
<b>Totals</b>	113	3	2	13	18	0.16
<b>Percentages(%)</b>		16.67	11.11	72.22		

04 August 2009 13:24      Page 1 of 1      

Click on the driver's name to show the details of any infringements reported.

Driver Name : DRIVER E \*

	Driving Date	Message Description
Chart Details	12/11/2005	Accumulated driving limit of 4:30 hrs exceeded at 17:40, between 12:55 and 20:08, 6:59 driving with 0 mins break taken.
Chart Details	14/11/2005	Accumulated driving limit of 4:30 hrs exceeded at 02:57, between 22:06 and 04:27, 6:01 driving with 0 mins break taken.

11 May 2009 10:22      Page 1 of 1      

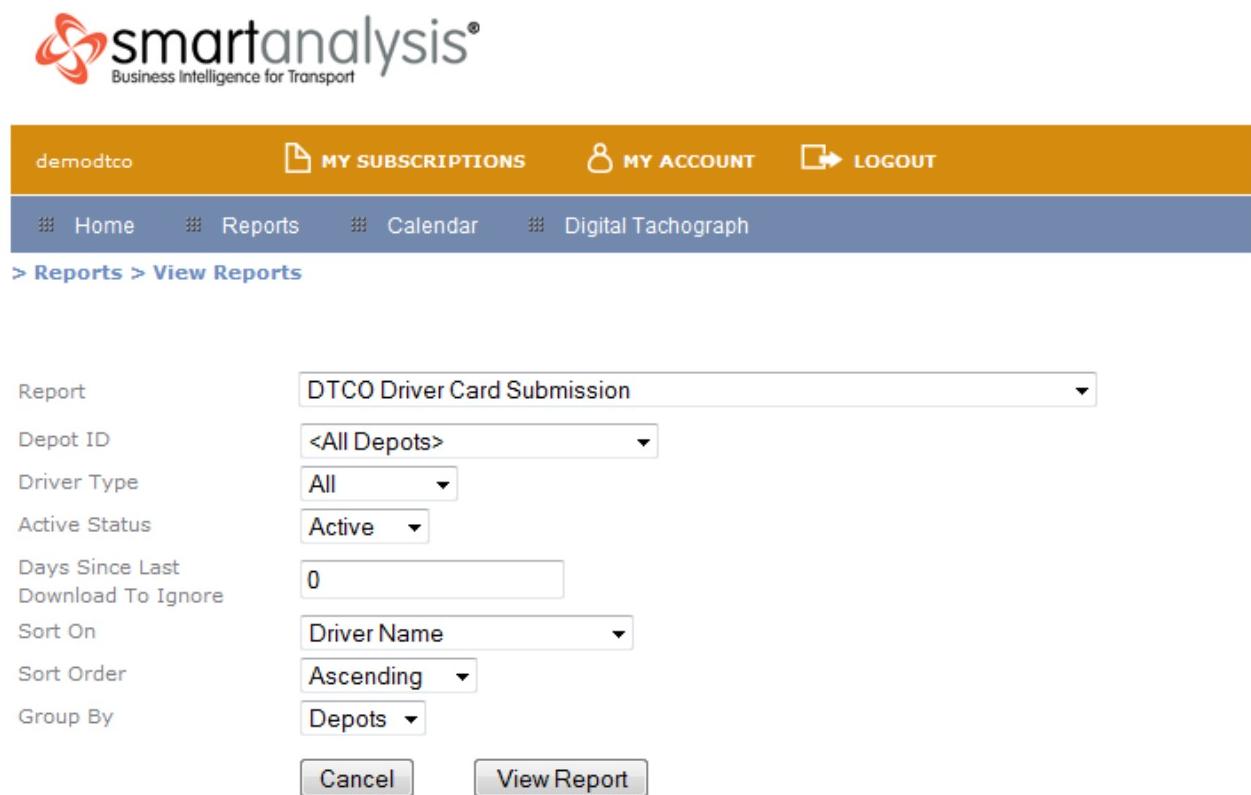
Then click on 'Chart Details' to show the data for that day.

Tachograph Record Details

Company : Test Company	Depot : Chippenham		
Driver : DRIVER E *	Vehicle : NU55JEJ	Driving Date : 12/11/2005	
Top Speed : 0	Max Speed : 0		
Start Location : Base	Finish Location : Base		
Odo Finish : 707	Odo Start : 234	Odo Diff : 473	
Record No. : 0	Stylus Distance : 473	Fuel : 0	
Ferry Crossing : No	Double Manned : No		
Date Added : 06/06/2006	User ID : DTCO		
Comments :			
Journey Type : Goods Vehicle EC		Total Spread : 07:27	
Total Driving : 06:59	Total Duty : 00:21	Total Rest : 00:07	
<u>Faults / Advisories</u>			
Activity	Start Time	Finish Time	Duration
	12:53	12:55	00:02
	12:55	13:14	00:19
	13:14	13:21	00:07
	13:21	13:59	00:38
	13:59	14:06	00:07
	14:06	20:08	06:02
	20:08	20:20	00:12

## How to...find out when driver cards were last downloaded

Choose ‘View Reports’ from the ‘Report’ menu and select ‘DTCO Driver Card Submission’. The following screen is then displayed -



The screenshot shows the Smartanalysis application interface. At the top, there is a navigation bar with links for 'MY SUBSCRIPTIONS', 'MY ACCOUNT', and 'LOGOUT'. Below the navigation bar, there is a secondary navigation bar with links for 'Home', 'Reports', 'Calendar', and 'Digital Tachograph'. The main content area displays a form for configuring a report. The report type is set to 'DTCO Driver Card Submission'. The 'Depot ID' dropdown is set to '<All Depots>'. The 'Driver Type' dropdown is set to 'All'. The 'Active Status' dropdown is set to 'Active'. The 'Days Since Last Download To Ignore' input field contains the value '0'. The 'Sort On' dropdown is set to 'Driver Name'. The 'Sort Order' dropdown is set to 'Ascending'. The 'Group By' dropdown is set to 'Depots'. At the bottom of the form are two buttons: 'Cancel' and 'View Report'.

Choose the depot(s), driver type, active status and sort order. Enter a value into ‘Days since last download to ignore’; for example enter 7 and drivers who did a download in the last week will not appear on the report.

Click on the ‘View Report’ button. The following screen is then displayed -



demodtco       MY SUBSCRIPTIONS       MY ACCOUNT       LOGOUT

# Home    # Reports    # Calendar    # Digital Tachograph

> Reports > [View Reports](#) > Report

[Change criteria for this report](#)    [View a different report](#)

1 of 1    Select a format    Export    

 exentra

### DTCO Driver Card Submission

Company : Test Company      Depot : Chippenham

Display : Driver Type - 'All', Driver Status - 'Active', Sort By - 'Driver Name' in ascending order, Group by - Depots.  
 This report shows All Digital Tachograph Drivers who have downloaded their Driver Card.

[SMITH FRANK](#)

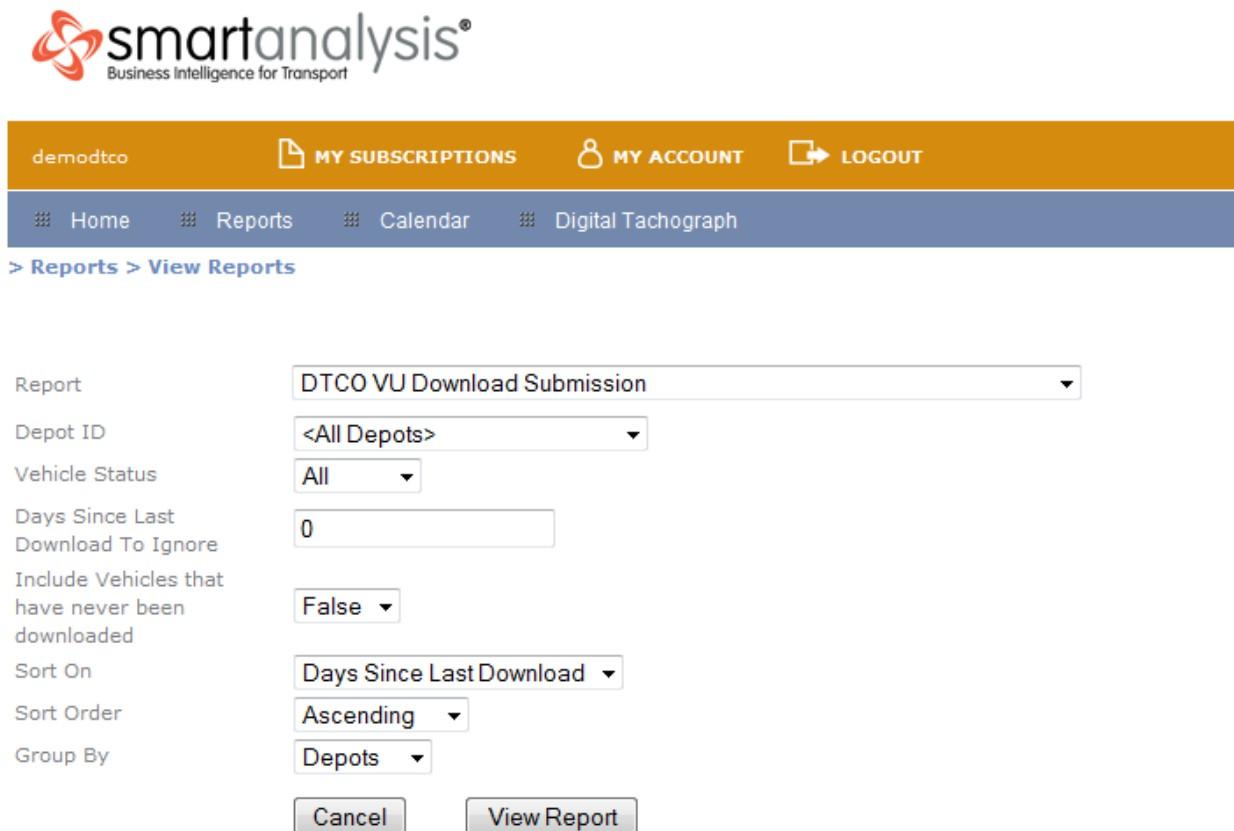
Name	Driver Type	Active	Download Depot	Days Since Last Activity (Date)	Days Since Last Download (Date)
DRIVER EDDY	Employed	Yes	Chippenham	791 (05/06/2007)	721 (14/08/2007)
FISHER STEVE	Employed	Yes	Chippenham	826 (01/05/2007)	721 (14/08/2007)
WELSH DRIVER C	Agency	Yes	Chippenham	1154 (07/06/2006)	104 (22/04/2009)

04 August 2009 13:35      Page 1 of 1



The report should look something like the one above. As you can see it gives you relevant information about the drivers such as the depot where they downloaded their card, how many days since they last drove and how many days since they last downloaded their card.

## How to...find out when vehicles were last downloaded



The screenshot shows the Smartanalysis web interface. At the top, there's a navigation bar with links for 'MY SUBSCRIPTIONS', 'MY ACCOUNT', and 'LOGOUT'. Below that is a secondary navigation bar with links for 'Home', 'Reports', 'Calendar', and 'Digital Tachograph'. The main content area shows a form for generating a report. The report type is set to 'DTCO VU Download Submission'. The 'Depot ID' dropdown is set to '<All Depots>'. The 'Vehicle Status' dropdown is set to 'All'. In the 'Days Since Last Download To Ignore' field, the value '0' is entered. The 'Include Vehicles that have never been downloaded' checkbox is checked ('True'). The 'Sort On' dropdown is set to 'Days Since Last Download'. The 'Sort Order' dropdown is set to 'Ascending'. The 'Group By' dropdown is set to 'Depots'. At the bottom of the form are two buttons: 'Cancel' and 'View Report'.

Choose the depot(s), vehicle status, whether to include vehicles that have never been downloaded, what to sort the report on and sort order. Enter a value into 'Days since last download to ignore'; for example enter 7 and vehicles that were downloaded in the last week will not appear on the report.

Click on the 'View Report' button. The following screen is then displayed -

> Reports > [View Reports](#) > Report

[Change criteria for this report](#)    [View a different report](#)

 **DTCO VU Download Submission**

Company:	Test Company	Depot:	Chippenham		
<b>Display:</b> Vehicle Status - 'ALL', Sort By - 'Days Since Last Download' in ascending order, Group by - Depots, Do not include vehicles that have never been downloaded. <i>This report shows All Digital Tachograph Vehicles that have been downloaded on or after 3rd August 2007.</i>					
<u>Registration</u>	<u>Vehicle Type</u>	<u>Active</u>	<u>Download Depot</u>	<u>Date Of Last Download</u>	<u>Days Since Last Download</u>
EX59 EXA	Owned	Yes	Chippenham	14/04/2009	34
EX15 EXX	Owned	Yes	Chippenham	04/06/2008	348
EX15 EAX	Owned	Yes	Chippenham	20/05/2008	363
EX89 EXT	Owned	Yes	Chippenham	20/05/2008	363
EX88 EXT	Owned	Yes	Chippenham	28/04/2008	385
EX99 EXT	Owned	Yes	Chippenham	12/03/2008	432
EX88 EXA	Owned	Yes	Chippenham	29/02/2008	444
EX77 EXA	Owned	Yes	Chippenham	01/10/2007	595
EX66 EXA	Owned	Yes	Chippenham	14/08/2007	643

18 May 2009 16:30

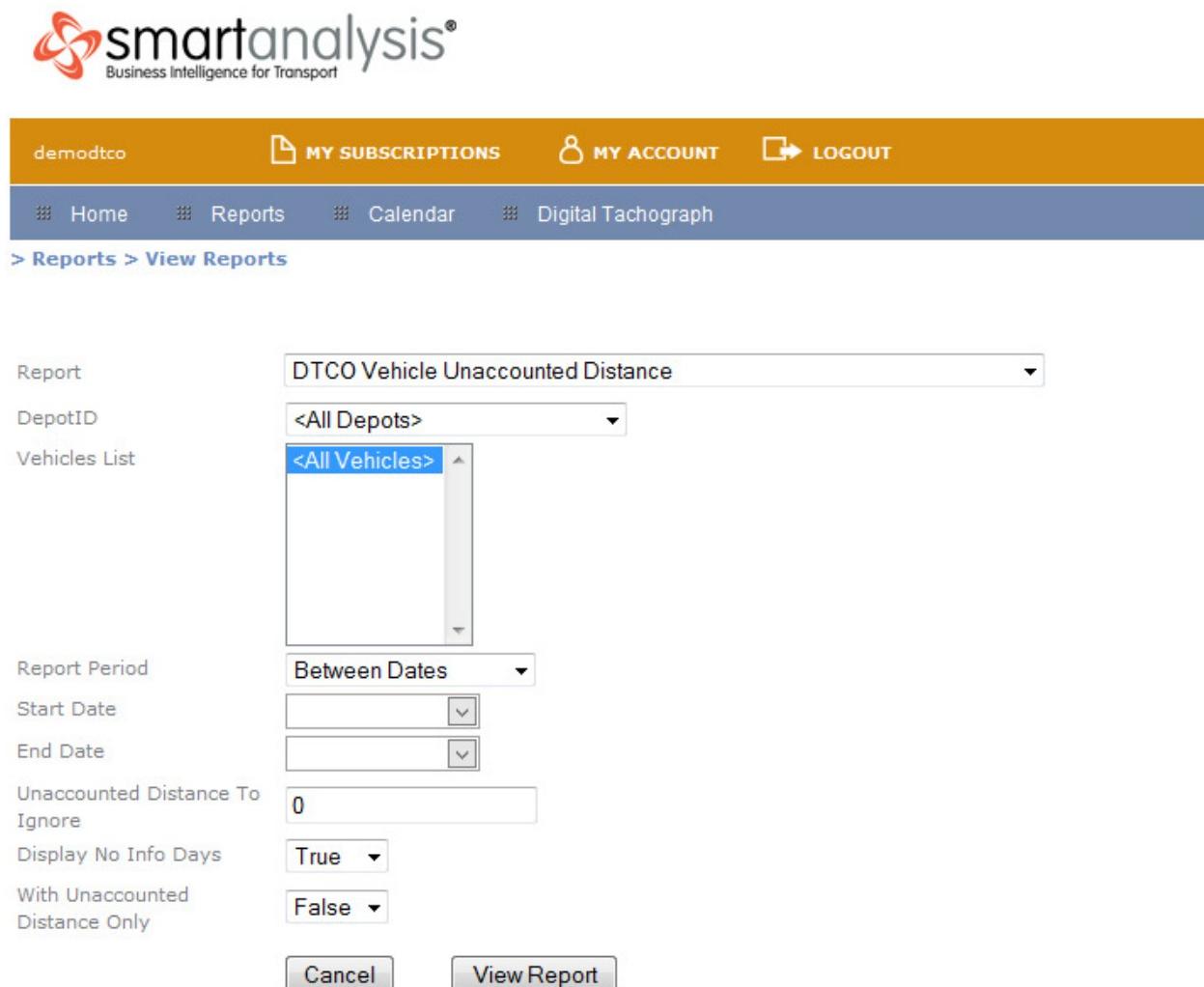
Page 1 of 1



The report should look like the one above and as you can see it gives details of all your vehicles, whether they are owned or hired, whether they are active, what depot they are downloaded at, the date that the VU was last downloaded and how many days ago that was.

## How to...report on unaccounted distance for vehicles

Choose ‘View Reports’ from the ‘Report’ menu and select ‘DTCO Vehicle unaccounted distance’. The following screen is then displayed -



The screenshot shows the Smartanalysis software interface. At the top, there is a navigation bar with links for 'MY SUBSCRIPTIONS', 'MY ACCOUNT', and 'LOGOUT'. Below the navigation bar, there is a secondary navigation bar with links for 'Home', 'Reports', 'Calendar', and 'Digital Tachograph'. The main content area shows the 'Reports > View Reports' path. On the left, there is a sidebar with the following fields:

- Report: DTCO Vehicle Unaccounted Distance
- DepotID: <All Depots>
- Vehicles List: <All Vehicles>
- Report Period: Between Dates
- Start Date: (empty dropdown)
- End Date: (empty dropdown)
- Unaccounted Distance To Ignore: 0
- Display No Info Days: True
- With Unaccounted Distance Only: False

At the bottom of the form are two buttons: 'Cancel' and 'View Report'.

Choose the depot(s), vehicle(s), and date range. Enter a value for whether to ignore a certain distance (such as 1 for 1km). Choose whether to display days when there was no information recorded and whether you want to see unaccounted distance only, then click on the ‘View Report’ button.

The following screen is the displayed.

> Reports > [View Reports](#) > Report  
[Change criteria for this report](#) [View a different report](#)

**DTCO VU Unaccounted Distance Report**

**Company :** Test Company      **Analysis from :** 11/01/2007      **to :** 11/01/2009  
**Period :** Between Dates      **Display :** No VU Info - False, Vehicles Only with Unaccounted Distance -  
 False      *This report includes all unaccounted distance*

# Driver card data not on database      \* Odo reading at the start or end of day.      † Driver card not withdrawn at the end of the day.

Vehicle :	BX56WWZ	Date of Record	Driver Name	Downloaded Depot	Odo Start (km)	Odo Finish (km)	Distance	Unaccounted Distance
Thu 03/05	DRIVER FRANK #			Chippenham	13037	13385	348	
Fri 04/05	DRIVER FRANK #			Chippenham	13385	13565	180	
Sat 05/05	* Vehicle Not Used *							
Sun 06/05	SMITH JOHN #			Chippenham	13565	13644	79	
Mon 07/05	* Vehicle Not Used *							
Tue 08/05	DRIVER ANDY #			Chippenham	13644	13846	202	
Wed 09/05	SMITH JOHN #			Chippenham	13846	13900	54	
Thu 10/05	*Vehicle Driven Without Card *							112
Thu 10/05	SMITH JOHN #			Chippenham	14012	14158	146	
Fri 11/05	DRIVER FRANK #			Chippenham	14158	14408	250	
Sat 12/05	* Vehicle Not Used *							
Sun 13/05	* Vehicle Not Used *							

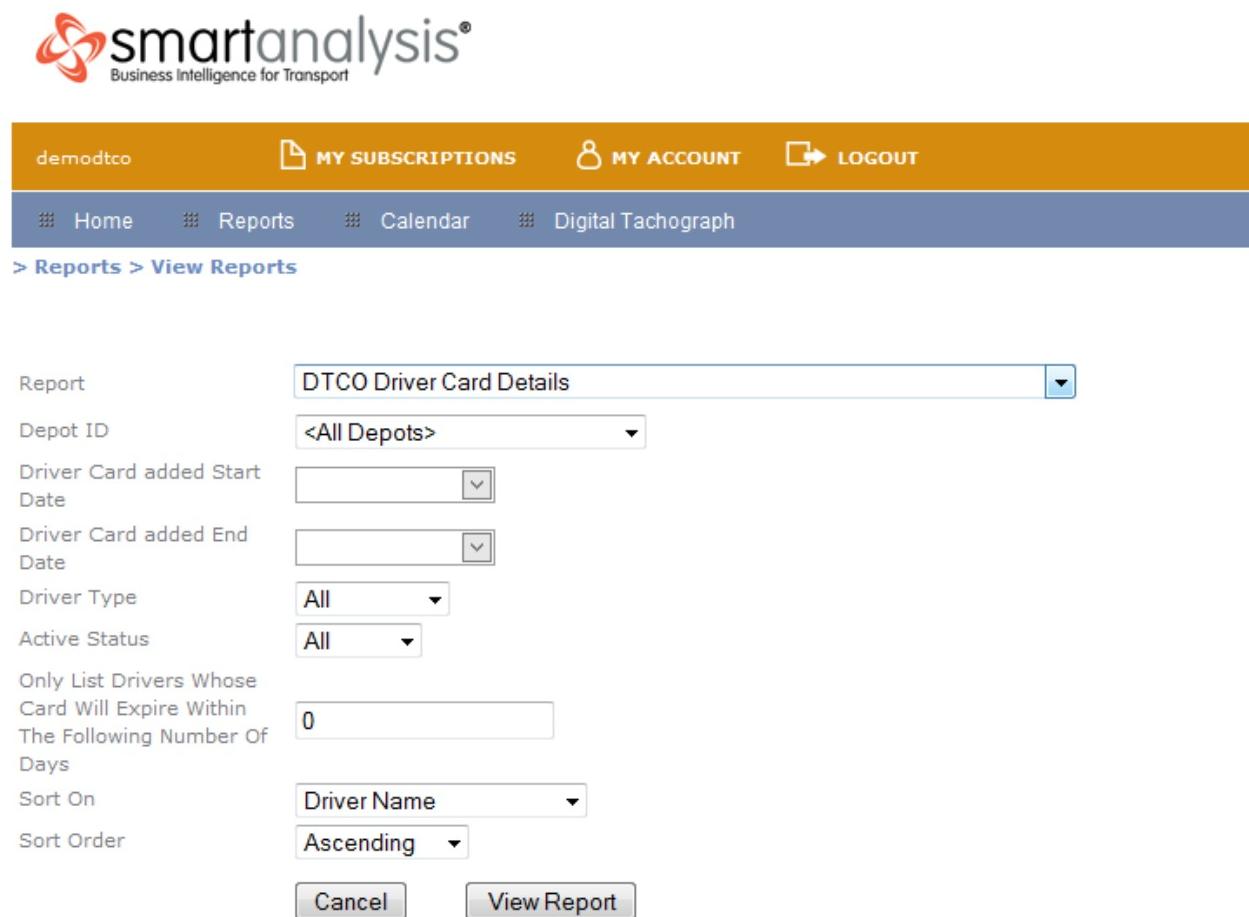
Above is an example of what the report should look like. Unaccounted distance will be highlighted in red to make it immediately visible. The report also shows you who drove the vehicle on other days during the period or if it was not used at all.

Some drivers on the report may appear with '#' after their name. This indicates that they drove the vehicle on a particular day during that period but that their driver card data has not been received by Smartanalysis®.

Some drivers may appear with a cross (†) after their name. This indicates that they did not remove their driver card from the tachograph at the end of the day.

## How to...list all driver card details held in smartanalysis®

Choose ‘View Reports’ from the ‘Report’ menu and select ‘DTCO Driver card details’. The following screen is then displayed -



The screenshot shows the 'DTCO Driver Card Details' report configuration page. The top navigation bar includes links for 'MY SUBSCRIPTIONS', 'MY ACCOUNT', and 'LOGOUT'. Below the navigation is a breadcrumb trail: 'Home > Reports > View Reports'. The main form contains the following fields:

Report	DTCO Driver Card Details
Depot ID	<All Depots>
Driver Card added Start Date	(empty dropdown)
Driver Card added End Date	(empty dropdown)
Driver Type	All
Active Status	All
Only List Drivers Whose Card Will Expire Within The Following Number Of Days	0
Sort On	Driver Name
Sort Order	Ascending

At the bottom of the form are two buttons: 'Cancel' and 'View Report'.

Pick which depot you want to run the report for or choose All Depots. You can filter the report by entering a value in ‘Only list drivers whose card will expire within the following number of days’. For example, enter 90 to see any drivers whose card will expire in the next 90 days, or leave it blank to show all drivers.

> Reports > [View Reports](#) > Report

[Change criteria for this report](#)    [View a different report](#)

[Navigation icons] 1 of 1 [Search] 100% [Find | Next] Select a format [Export] [Print] [Email]



## DTCO Driver Card Details

Company : Test Company

Depot : Chippenham

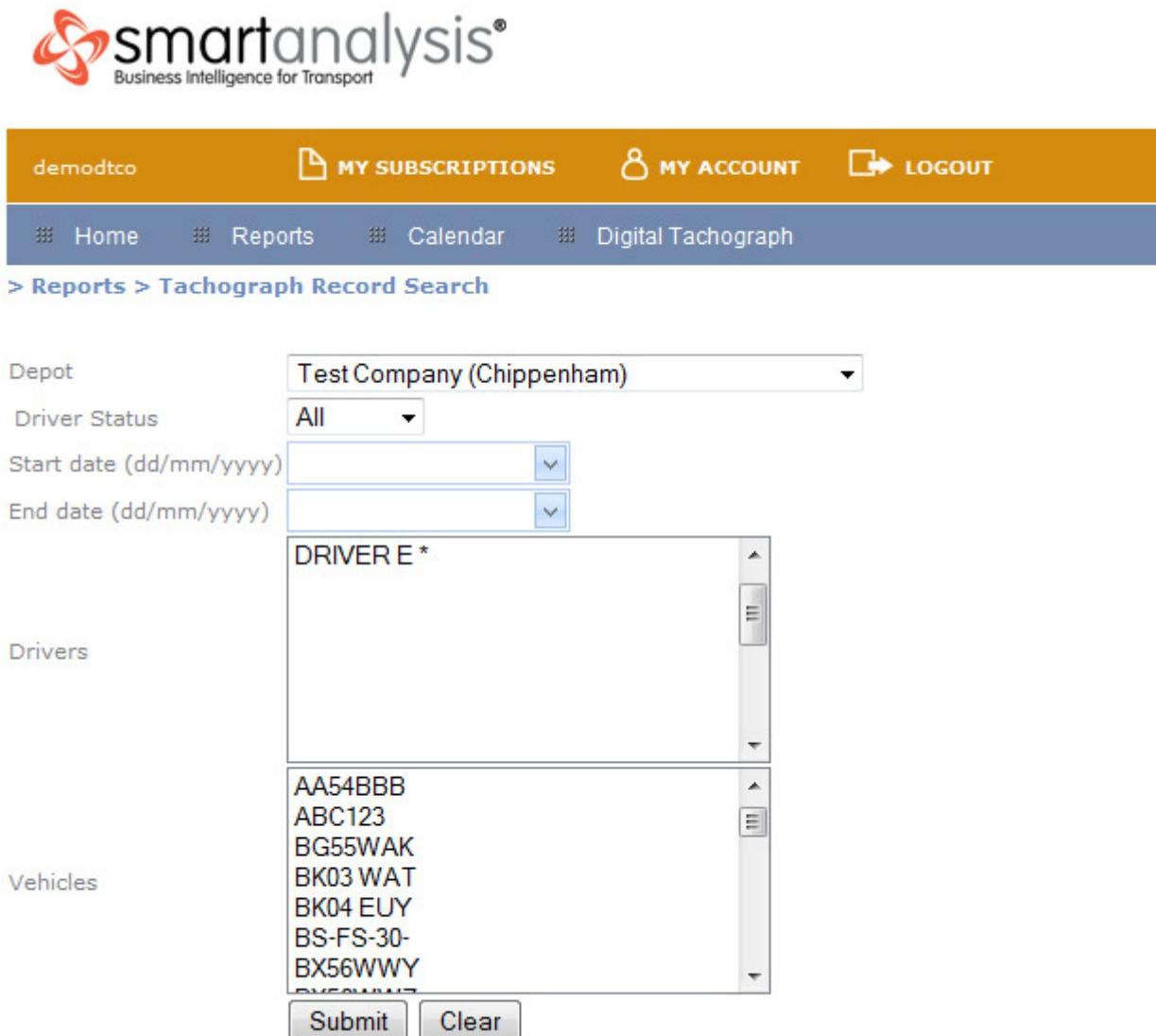
Display : This report shows All Digital Tachograph Drivers who have downloaded their Driver Card.

Name	Date Of Birth	Card Number	Issue Date	Expiry Date	Days Until Card Expires
SMITH JOHN	15 August 1974	DB06347167232800	14 December 2006	13 December 2011	946
BROWN FRANK	22 December 1961	DB06296167151300	24 October 2006	30 November 2011	933
BISHOP SIMON JOHN	11 January 1965	DB06079167240500	21 March 2006	20 March 2011	678
GLADMAN GRAHAM	29 January 1967	DB06184162281100	04 July 2006	03 July 2011	783
DRIVER E	04 May 1955	DB05124142030400	05 May 2005	04 May 2010	358
FISHER STEPHEN MARK	12 January 1971	DB06003167263900	04 January 2006	03 January 2011	602

Above is an example of what the DTCO Driver Card Details report should look like. It shows the personal data held on the drivers' card such as date of birth, issue date, expiry date and the number of days remaining until the card expires. You can click on 'Days until card expires' to sort the report by this column which will allow you to identify which cards are going to expire next.

## How to...find individual tachograph chart details

Choose ‘Tachograph Record Search’ from the ‘Report’ menu. The following screen is displayed -



The screenshot shows the Smartanalysis web application interface. At the top, there is a navigation bar with links for 'MY SUBSCRIPTIONS', 'MY ACCOUNT', and 'LOGOUT'. Below the navigation bar, there is a secondary navigation bar with links for 'Home', 'Reports', 'Calendar', and 'Digital Tachograph'. The main content area is titled '> Reports > Tachograph Record Search'. On the left side, there are two dropdown menus: 'Depot' set to 'Test Company (Chippenham)' and 'Driver Status' set to 'All'. Below these are two date selection fields: 'Start date (dd/mm/yyyy)' and 'End date (dd/mm/yyyy)'. To the right of these fields is a large search results grid. The first column of the grid is labeled 'Drivers' and contains a single entry: 'DRIVER E \*'. The second column is labeled 'Vehicles' and lists several vehicle registration numbers: AA54BBB, ABC123, BG55WAK, BK03 WAT, BK04 EUY, BS-FS-30-, and BX56WWY. At the bottom of the grid are two buttons: 'Submit' and 'Clear'.

Notice that the ‘Test Company (Chippenham)’ depot has already been selected, and a list of drivers and vehicles for that depot is shown.

You can search for tachograph charts details by driver, vehicle, and/or date range. The ‘Clear’ button clears any items that you have selected in the lists.

The ‘Submit’ button starts the chart search for the criteria that you have entered.

On the screen shown, search criteria have already been entered. When the ‘Submit’ button is clicked, smartanalysis® will search for charts as follows:

- For the ‘Test Company (Chippenham)’ depot,
- for all dates
- for the driver ‘Driver A’
- for any vehicles (none is selected)

When submit is clicked the search results will look like this -

Charts matching search criteria...

Driver	Vehicle	Driving Date (yyyy/mm/dd)	Duty Start	Duty Finish	Odo Start	Odo Finish	Start Place	Finish Place
<a href="#">Chart Details</a>	Driver A	K123 ABC	2002/11/01	03:57	19:00	351138	351658	Base
<a href="#">Chart Details</a>	Driver A	K123 ABC	2002/11/04	05:00	18:30	351730	352089	Base
<a href="#">Chart Details</a>	Driver A	K123 ABC	2002/11/07	05:15	16:30	352462	352869	Base
<a href="#">Chart Details</a>	Driver A	K123 ABC	2002/11/19	05:40	18:30	354439	354544	Base
<a href="#">Chart Details</a>	Driver A	K123 ABC	2002/11/06	05:45	17:45	352244	352462	Base
<a href="#">Chart Details</a>	Driver A	K123 ABC	2002/11/12	05:45	18:40	353264	353501	Base
<a href="#">Chart Details</a>	Driver A	K123 ABC	2002/11/15	05:50	17:10	353981	354156	Base
<a href="#">Chart Details</a>	Driver A	K123 ABC	2002/11/11	06:00	18:30	353007	353264	Base
<a href="#">Chart Details</a>	Driver A	K123 ABC	2002/11/14	06:10	16:30	353742	353981	Base
<a href="#">Chart Details</a>	Driver A	K123 ABC					353742	Base
<a href="#">1</a> <a href="#">2</a>								

Shown here is a list of charts that match the search criteria entered. The items in the list can be sorted by clicking any of the column headers. To move to the next page of items click on a page number that is displayed at the bottom of the list.

This will show you a list of the charts found.

Notice at the bottom of the list there is a number '1' and '2' shown, with the 2 underlined. This indicates that there are two pages of results - if you click the '2' you will be shown the second page of charts found.

You can click the 'Chart Details' link shown on the left of each of the charts in the list, which will take you to the Chart Details page.

## How to...make reporting easy with Traffic Lights

Sometimes it can be hard to distinguish the important information that you need just by looking at the details of a report. Smartanalysis® helps you with this task by allowing you to set 'Traffic Light' indicators on the following reports which will then allow you to easily identify the most important parts of the data.

The reports that can be customised in this way are:

- DTCO Driver Card Submission
- DTCO Vehicle Download Submission
- Depot Summary
- Driver Summary
- Driver Summary for Batch

Below is an example of how the Driver Card Submission report looks with traffic lights configured. As you can see it makes it easy to spot those drivers that need to do a card download. The trigger point for each particular traffic light can be set to whatever value you choose.



### DTCO Driver Card Submission

Company : Test Logistics	Depot : Glasgow				
Driver Type : All	Driver Status : Active				
<b>Display :</b> This report shows All Digital Tachograph Drivers who have downloaded their Driver Card.					
● Number of days since Last downloaded is greater than 28	● Number of days since Last downloaded is greater than 14				
● All of the Other.					
Name	Driver Type	Active	Number	Day of Last Download	Days Since Last Download
● DRIVER E *	Employed	Yes	144548	09 October 2008	1
● BROWN ANDREW	Employed	Yes	246619	09 October 2008	1
● HEATH PAUL	Employed	Yes	230341	26 September 2008	14
● FISHER STEPHEN MARK *	Employed	Yes	228384	09 June 2008	123
● SMITH TOMMY	Employed	Yes	116085	17 January 2008	267
● BRECON GRAHAM	Employed	Yes	118699	16 November 2006	694

In the above example, drivers who last downloaded more than 28 days ago are shown in red, drivers who downloaded more than 14 days ago would be shown in yellow and drivers who downloaded less than 14 days ago would be shown in green.

Below is an example of what the VU Download Submission report looks like with traffic lights added.



## DTCO VU Download Submission

Company : Test Logistics

Depot : Glasgow

Display : Vehicle Status - 'ALL', Sort By - 'Days Since Last Download' in ascending order, Group by - Depots.  
This report shows All Digital Tachograph Vehicles that have been downloaded on or after 3rd August 2007.

 Number of days since Last downloaded is greater than 56

 Number of days since Last downloaded is greater than 42

 All of the Other.

<u>Registration</u>	<u>Vehicle Status</u>	<u>Depot</u>	<u>Date Of Last Download</u>	<u>Days Since Last Download</u>
 EX77 EXL	Active	Glasgow	15 July 2008	87
 EX78 EXL	Active	Glasgow	16 April 2008	177
 FX77 EXL	Active	Glasgow	14 April 2008	179
 FM75 EXL	Active	Glasgow	14 April 2008	179
 DX77 EXL	Active	Glasgow	14 April 2008	179
 NX77 EXL	Active	Glasgow	07 January 2008	277
 NX77 EXP	Active	Glasgow	07 January 2008	277
 RX77 RXL	Active	Glasgow	07 January 2008	277
 NX77 EXR	Active	Glasgow	07 January 2008	277

As you can see the traffic lights have been configured to show depots that downloaded more than 56 days ago in red, those that downloaded between 42 and 56 days would be yellow and the rest would all be green.

If you would like traffic lights setup on your reports then please contact Exentra or your analysis bureau.

Below is an example of what the driver summary report looks with traffic lights added.



### Infringement Summary - By Driver

Company : Test Logistics		Depot : London		Display : Zero Columns - False, Drivers with No Messages - False				
Period : Between Dates		Analysis from : 01/02/2004 to 14/02/2004		Driver Type : All				
● 'Average Offences per Chart' value is greater than or equal to 0.50				● 'Average Offences per Chart' value is greater than or equal to 0.20				
● All of the Other.								
Driver Name	Number of Charts	Break Infringement (2 Points)	Clock Apparently Incorrect (1 Points)	Total	Points Total	Average Offences per Chart		
BOSWORTH JOHN	10	6			6	0.60		
COTTINGHAM JOHN	10	1	1		2	0.20		
GROVES JOHN	9	1			1	0.11		
HOLT JOHN	9	5			5	0.56		
STEELE JOHN	10	5			5	0.50		
WELDON JOHN	10	1	1		2	0.20		
WHEATLEY JOHN	9	1			1	0.11		
WILSON JOHN	9	2		1	3	0.33		
WOOD JOHN	9		1		1	0.11		
<b>Totals</b>	85	22	1	1	26	0.31		
<b>Percentages(%)</b>		84.62	3.85	3.85	3.85			

As you can see the traffic lights have been configured to show red for drivers with average offences per chart greater than 0.5, yellow for drivers with offences per chart greater than 0.2 and green for all the other drivers.

Below is an example of what the Depot Summary report looks like with traffic lights added.



### Infringement Summary - By Depot

Company : Test Logistics		Display : Zero Columns - False, Depots with No Messages - False		
Period : Between Dates		Analysis from : 01/02/2004 to 14/02/2004		
● 'Average Offences per Chart' value is greater than 0.50				● 'Average Offences per Chart' value is greater than 0.20
● All of the Other.				
Depot Name	Number of Charts	Break Infringement (2 Points)	Speeding (1 Points)	Total
Glasgow	22	2		2
London	85	22	1	26
Manchester	90	37	9	67
<b>Totals</b>	197	61	10	101
<b>Percentages(%)</b>		64.21	10.53	0.48
		3.16	1.05	0.09
		3.16	3.16	0.31
		3.16	14.74	0.74

As you can see the traffic lights have been configured to show red for depots with average offences per chart greater than 0.5, yellow for depots with offences per chart greater than 0.2 and green for all the other depots. This makes it very easy to pick out those depots with the highest average number of offences at a glance.

## How to...receive automated reports by e-mail

Smartanalysis® has the capability to automatically send any report in the system by e-mail. This facility is known as report 'subscriptions'. A report subscription can be one of two types, event based or time based.

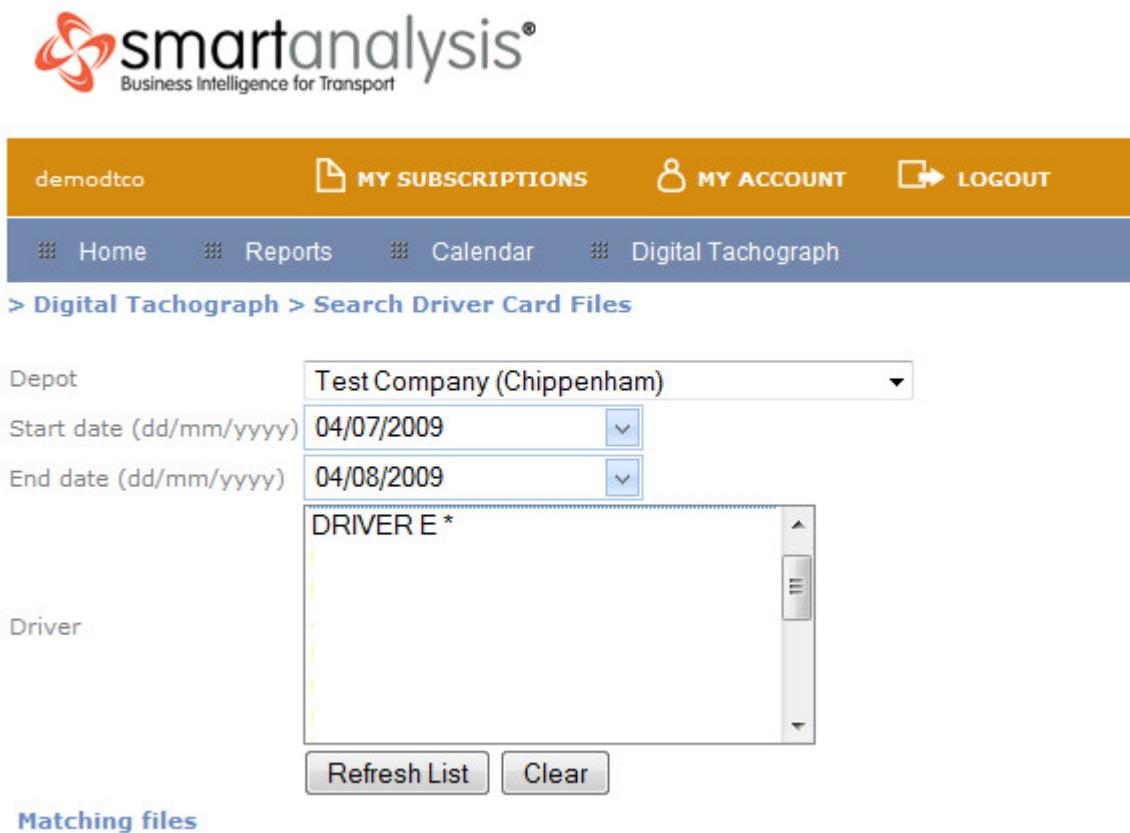
An event based subscription is one that automatically generates a report when a predefined event has occurred for analogue charts only. For example, when tachograph charts have been analysed and uploaded to smartanalysis® the fact that there is new information on the system is considered to be a key event. This is because customers usually want to see the analysis results as soon as they are available. In smartanalysis® you can elect to receive certain reports when this event occurs. In future more events will be defined in the system

A time based subscription is one that automatically generates a report on a particular date and time. For example, this could be daily, weekly, monthly or quarterly.

If you require any further information regarding report subscriptions please contact your analysis bureau.

## How to...view and retrieve driver card data

If you need to retrieve your digital driver data (for example to give to VOSA) you can do this easily with Smartanalysis®. From the ‘Digital Tachograph’ menu click on ‘Search driver card files’ and you should be presented with the following screen -



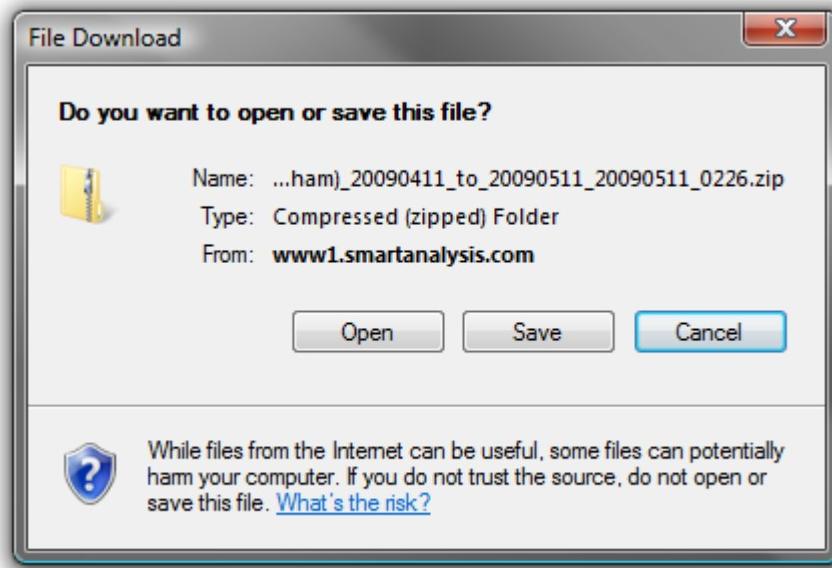
The screenshot shows the Smartanalysis web interface. At the top, there's a navigation bar with links for 'MY SUBSCRIPTIONS', 'MY ACCOUNT', and 'LOGOUT'. Below that is a secondary navigation bar with links for 'Home', 'Reports', 'Calendar', 'Digital Tachograph', and the current page, 'Search Driver Card Files'. The main content area has a form for searching driver card files. It includes fields for 'Depot' (set to 'Test Company (Chippenham)'), 'Start date (dd/mm/yyyy)' (set to '04/07/2009'), and 'End date (dd/mm/yyyy)' (set to '04/08/2009'). A dropdown menu under 'Driver' contains the entry 'DRIVER E \*'. At the bottom of the form are 'Refresh List' and 'Clear' buttons. Below the form, the text 'Matching files' is displayed.

Choose the depot(s), start date, end date, driver(s) and click on ‘Refresh List’. You should get a table with a list of matching files.

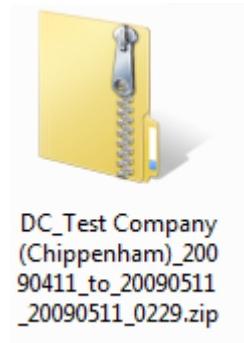
<input checked="" type="checkbox"/> <b>Filename</b>	<b>Created Date</b>
<input checked="" type="checkbox"/> C_20090505_1306_E_DRIVER_DB05124142030400.DDD	05/05/2009 13:09:35
<input checked="" type="checkbox"/> C_20090505_1557_E_DRIVER_DB05124142030400.DDD	05/05/2009 16:00:45
<input checked="" type="checkbox"/> C_20090505_1603_E_DRIVER_DB05124142030400.DDD	05/05/2009 16:06:22

**Download**

The ‘Created date’ shows when the files were received into the smartanalysis(R) system. You can tick the files that you want to retrieve and then click on ‘Download’ and you will see the following window.

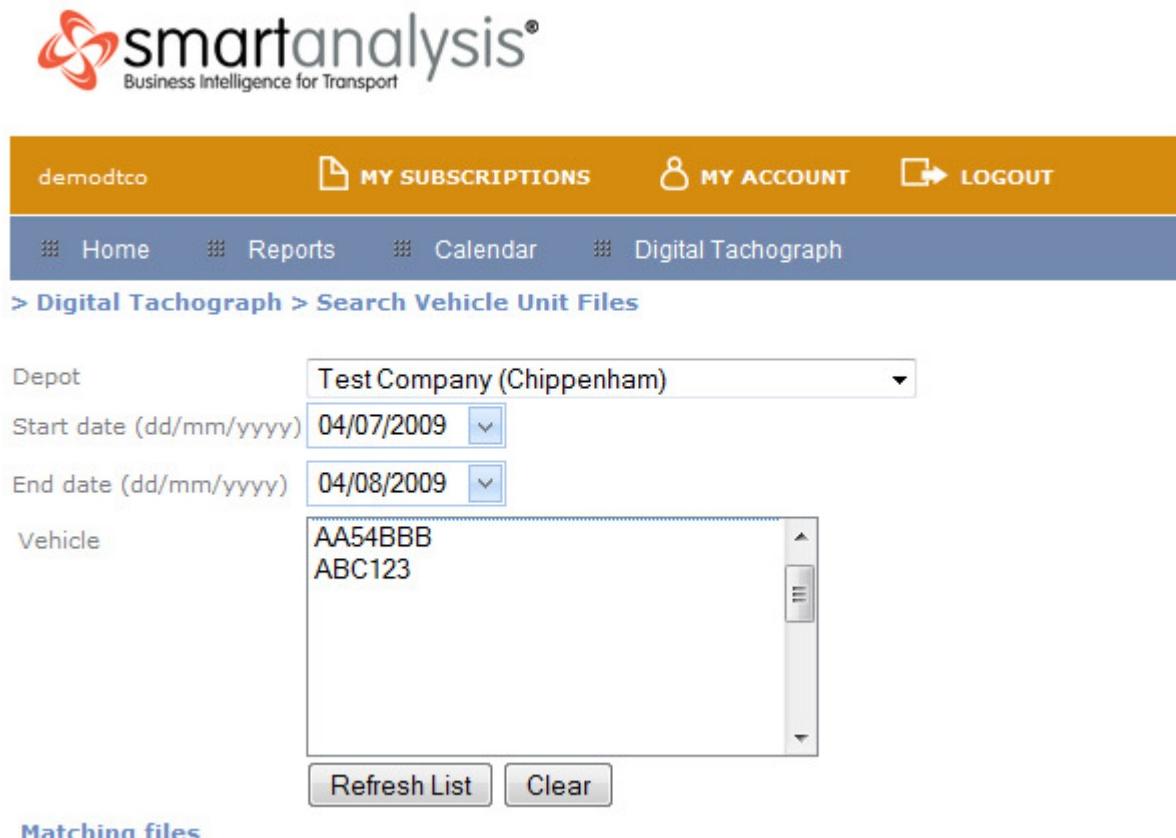


Click on 'Save' and then choose a location on your PC to save the files to, such as your Desktop or Documents folder. The file will then be copied to your desired location and will appear as a 'ZIP' file.



## How to...view and retrieve VU data

If you need to retrieve your digital VU data (for example to give to VOSA) you can do this easily with Smartanalysis®. From the ‘Digital Tachograph’ menu click on ‘Search vehicle unit files’ and you should be presented with the following screen -



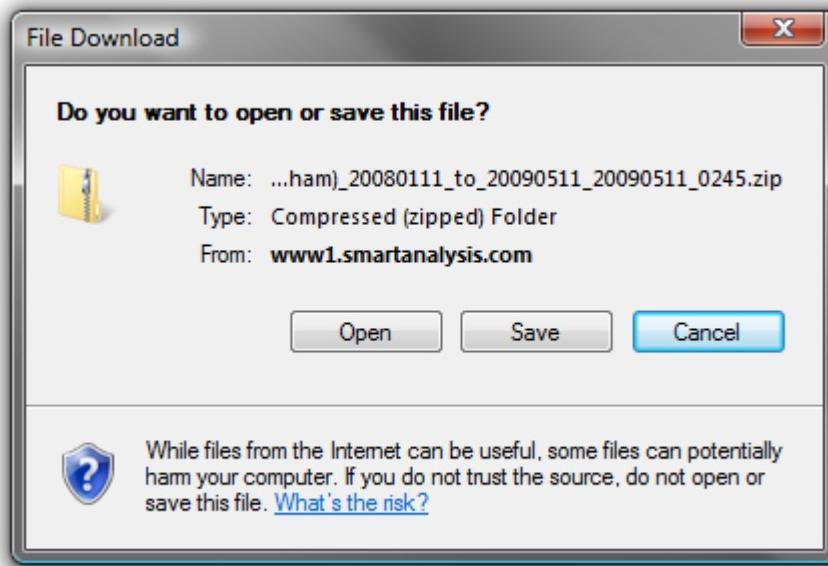
The screenshot shows the Smartanalysis web interface. At the top, there's a navigation bar with links for 'MY SUBSCRIPTIONS', 'MY ACCOUNT', and 'LOGOUT'. Below that is a secondary navigation bar with links for 'Home', 'Reports', 'Calendar', and 'Digital Tachograph'. The main content area is titled '> Digital Tachograph > Search Vehicle Unit Files'. It contains several input fields: 'Depot' dropdown set to 'Test Company (Chippenham)', 'Start date (dd/mm/yyyy)' set to '04/07/2009', and 'End date (dd/mm/yyyy)' set to '04/08/2009'. A 'Vehicle' section shows a list box containing 'AA54BBB' and 'ABC123'. At the bottom of this section are 'Refresh List' and 'Clear' buttons. Below this, a link 'Matching files' is visible.

Choose the depot(s), start date, end date, highlight the vehicle and click on ‘Refresh List’. You should get a table with a list of matching files...

<input checked="" type="checkbox"/>	File Name	Received	View Details
<input checked="" type="checkbox"/>	M_20080510_0540_BX56WWZ_XLRAT75PC0E735609.DDD	20/05/2008 11:01:47	<a href="#">Details</a>

[Download](#)

Tick the file(s) that you want and then click on ‘Download’ and you will see this window.



Click on 'Save' and then choose a location on your PC to save the files to, such as your Desktop or Documents folder. The file will then be copied to your desired location and will appear as a 'ZIP' file.



VU\_Test Company  
(Chippenham)\_200  
80111\_to\_20090511  
\_20090511\_0245.zip